

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-11				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2018 Base                      Option Period Number       2			Title of Work Assignment/SF Site Name Source Water Collaborative				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 7.1: 7.1.1, 7.1.2, 7.1.3; 7.2: 7.2.1, 7.2.2, 7.2.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2017   To   06/30/2018				
Comments: Sections continued: 7.2.4, 7.2.5, 7.2.6; 7.3: 7.3.1, 7.3.2; 7.4: 7.4.1, 7.4.2, 7.4.3, 7.4.4, 7.4.5, 7.4.6. Immediate start is authorized for this work assignment but work on this WA shall not commence until 7/1/17.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:                      Cost/Fee:                      LOE: 09/01/2015   To   06/30/2018										
This Action:  										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:                      Cost/Fee                      LOE:										
Cumulative Approved:                      Cost/Fee                      LOE:										
Work Assignment Manager Name   Sherri Comerford  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-4639 FAX Number:			
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name   Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name   Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**Cadmus (EP-C-15-022)**  
**Work Assignment 2-11**

**I. ADMINISTRATIVE**

**A. TITLE:** Source Water Protection Workshops

**B. WORK ASSIGNMENT Contracting Officer's Representative (WACOR):**

Sherri Comerford  
US Environmental Protection Agency  
OGWDW/DWPD/Prevention Branch  
1200 Pennsylvania Avenue NW  
Mail Code: 4606M  
Washington, DC 20460  
TEL (202) 564-4639  
E-Mail: [comerford.sherri@epa.gov](mailto:comerford.sherri@epa.gov)

**C. QUALITY ASSURANCE**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the programmatic quality assurance project plan (PQAPP).

**D. BACKGROUND:**

Under previous work assignments, the contractor provided support for 83 regional, state, or local source water protection workshops. These workshops were conducted to promote source water protection at the local level or to integrate source water protection into related programs at the state or federal levels. As a key component of these activities, partnerships among stakeholders in source water protection were either in place and strengthened or established. This work assignment includes a new task to provide technical and logistical support for two workshops on protecting source water through aquifer exemptions.

**E. PERIOD OF PERFORMANCE:** July 1, 2017-June 30, 2018

**II. OBJECTIVE**

Under this work assignment the contractor shall provide technical and logistical support for up to six (6) Source Water Collaborative Workshops at the regional, state or local level.

**III. TASK DETAIL**

The contractor shall perform the following tasks:

**Task 0: Workplan and Budget Development**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, to include both prime contractor and subcontractor (if



any) labor; and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes weekly telephone conferences between the EPA COR and the project manager, each approximating one hour in duration, to coordinate and confirm task performance. In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-11 and WA 1-11.

**Task 1: Provide Technical and Logistical Support to Source Water Workshops  
(4.0; 4.2; 6.1; 6.1.1; 6.1.2; 6.1.3; 6.2.1; 6.2.3; 6.2.5; 6.3.1; 7.1.1; 7.1.2; 7.1.3; 7.2.1-7.2.6; 7.3.1; 7.3.2; 7.4.1-7.4.6)**

This work assignment shall provide support for up to six (6) workshops, which are identified below (Section V - "Exhibit of workshops"). The workshops shall promote interaction, collaborative actions, and partnership building, as well as information exchange. Priority consideration for funding workshops will be given to those that address contaminants covered under key Agency initiatives, such as nutrients (especially nitrate) and stormwater and will be designated by the EPA WACOR through written technical direction.

The contractor shall provide technical and logistical support for these workshops, including: (a) assisting in design of workshop agenda, (b) workshop facilitation, (c) note taking, (d) support for preparation of workshop materials, (e) identifying potential participants, (f) on-line registration, (g) the logistics of workshop meeting space, (h) developing and maintaining workshop mailing lists, (i) updating a report on summary workshop information as well as detailed summaries of workshop results that have been held from December 2004 through June 30, 2017, and (j) preparing, distributing, and collecting workshop evaluations.

At a minimum, the contractor shall provide a note taker and evaluation forms for each workshop so that the EPA WACOR can evaluate the success of the workshops. All other potential support activities listed above can be negotiated between the workshop hosts, the contractor, and the EPA WACOR, with the EPA WACOR making the final determination on what support activities are provided after consideration of programmatic objectives.

On receipt of written technical direction from the EPA WACOR, the contractor shall provide expert speakers for the one to two day workshops. The exact number of expert speakers may vary based the specific topics of the workshops; however, EPA anticipates that workshops may require up to six (6) expert speakers. The EPA WACOR has the discretion to provide for more than five expert speakers if this is important for the success of a workshop and within the overall project budget. EPA intends that venue selection, audiovisual support and other logistical support not mentioned above will be arranged by the local host.

The contractor shall not provide for food and beverages for non-federal participants at any workshop, either directly or indirectly (such as an item under the costs for a meeting facility). EPA may pay for food and beverages for federal workshop participants only under limited circumstances outlined in Agency policies and only if this is approved by the appropriate EPA managers. The contractor shall notify the EPA WACOR promptly if a host requests support for food and beverages under this work assignment.

The workshop schedule shall include opening and closing sessions, and as well as breakout sessions on specific topics as determined by the EPA WACOR. Closing sessions should provide a summary of key issues and/or decisions and a discussion of next steps that identifies future collaborative and planning/protection actions.

The presentations and workshops/discussions shall have a local level focus or provide local level examples of stakeholder collaboration and protection activities, or build collaborative partnerships to integrate source water assessment information and source water protection measures into relevant state and federal agency programs.

One copy of the workshop materials (i.e., stakeholder collaboration models or guidelines, model ordinances, source water protection case studies, source water protection plans, and/or source water assessment results), after approval by EPA WACOR, shall be provided to each attendee to support the goal of information transfer and encourage follow up actions by participants to build or strengthen partnerships and promote protection after the conference. In addition, the contractor shall provide to the EPA WACOR one copy, either electronic or hardcopy, of presentations delivered at each workshop, if available.

1.1 The contractor shall provide the workshop dates and locations and draft agendas no later than four (4) weeks prior to each workshop, and final agendas no later than two (2) weeks prior to each workshop.

1.2 Based on the notes taken as described above, the contractor shall provide a draft meeting summary and summary of workshop evaluations to the COR within two weeks after the workshops take place. The contractor shall provide a final meeting summary and summary of workshop evaluations two weeks of receiving feedback from the COR.

1.3 The contractor shall provide a summary of the year's workshops no later than June 15, 2017. The contractor shall provide a final summary one week after WACOR's comments, or no later than June 30, 2017.

**All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA CLCOR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the PO.**

In gathering information or performing research with parties outside of EPA, the contractor shall identify him/her self as a contractor to EPA, not an EPA employee. The contractor shall provide input or make recommendations based on the information gathered; however, decisions on all substantive issues will be made by EPA. THE CONTRACTOR SHALL NOT INTERPRET EPA POLICY ON BEHALF OF EPA NOR MAKE DECISIONS ON ITEMS OF POLICY, REGULATION OR STATUTE, THE CONTRACTOR SHALL NOT TAKE A STAND ON THE MERITS OF SUBSTANTIVE ITEMS UNDER DISCUSSION.

#### **IV. SCHEDULE OF DELIVERABLES**

Copies of all meeting notices, agendas, summaries, evaluations, and workshop presentations

shall be sent to the EPA WACOR. All written deliverables, except evaluations and presentations, shall be provided in paper form and electronically (MS Word), and first in draft form. Evaluations shall be provided in hardcopy in final form. Presentations shall be provided in either hardcopy or electronically in final form. Upon receipt of comments from EPA WACOR, the contractor shall revise the draft final project matrix table and distribute final copies as stated in the Performance Work Statement.

<b>TASK:</b>	<b>DELIVERABLE:</b>	<b>DUE NO LATER THAN:</b>
0	Work plan & budget	Per contract requirements
1.1	Workshop schedule and location	4 weeks prior the confirmed date of each workshop
1.1	Draft agendas for each workshop	4 weeks prior the confirmed date of each workshop
1.1	Final agenda	2 weeks prior the confirmed date of each workshop
1.1	Copy of presentations	1 month after workshop
1.2	Draft summary of workshops and summary project information	2 weeks after workshop
1.2	Final workshop summary & evaluations and summary project information	2 weeks after WACOR's comments
1.3	Draft report of summary project information	No later than June 15, 2018
1.3	Final report of summary project information	1 week after WACOR's comments or June 30, 2018, whichever comes first

## **V. SOFTWARE APPLICATION FILES AND ACCESSIBILITY**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## **VI. TRAVEL**

The contractor shall anticipate six trips in support of this WA (Task 1) over the duration of the performance period. The travel is anticipated to be to provide technical and logistical support for Source Water Protection Workshops. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Task 1 well as the EPA's Mission to ensure protection of sources of drinking water, human health and the environment.

For estimation purposes, the Contractor shall anticipate up to six (6) individual two-day trips, with up to three (3) contractors each to any of the following cities: Sacramento, CA, New York, NY, Atlanta, GA, Chicago, IL, Dallas, TX, and Kansas City, KS, or equivalent locations.

## **MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

## **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

## **PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **VII. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-18				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2018 Base                      Option Period Number       2			Title of Work Assignment/SF Site Name SDWIS Training & Tech Assistan				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.0, 2.1, 2.1.3, 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2017   To   06/30/2018				
Comments: Additional Paragraphs from PWS: 2.1.4, 2.2.5, 2.4, 2.4.1, 2.4.6, 2.4.7, 3.2.4, 4.0. All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015   To   06/30/2018				0						
This Action:				7,490						
Total:				7,490						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name   Kim Ngo  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 214-665-7158 FAX Number:				
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name   Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name   Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:				

# **PERFORMANCE WORK STATEMENT**

**Cadmus EP-C-15-022**

**Work Assignment No. 2-18**

**July 1, 2017 – June 30, 2018**

## **I. ADMINISTRATIVE:**

**A. Title:** SDWIS Training and Technical Assistance on SDWA Implementation in Region 6

**B. Work Assignment Contracting Officer's Representative (WACOR):**

Kim Ngo Kidd

1445 Ross Avenue (6WQ-SD)

Dallas, TX 75202

214-665-7158

[Ngo.kim@epa.gov](mailto:Ngo.kim@epa.gov)

**C. Background:**

The Environmental Protection Agency (EPA) Region 6 has direct implementation responsibility for the Region 6 Tribal Drinking Water Program. Region 6 requests contractor assistance to help us with our Tribal Safe Drinking Water Information Systems (SDWIS) functions and other SDWA regulatory and programmatic implementation requirements per Region 6's Tribal Drinking Water Program. A number of tasks in WA 2-18 build on work performed under WA 0-18 and WA 1-18 of the current contract.

**D. Quality Assurance**

The task 7 in this Work Assignment (WA) requires the use of primary and/or secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor shall supplement the Contract Level Quality Assurance Project Plan (QAPP) to assure for the quality of the data under Task 7 of this work assignment. The work is identical to work that was completed under 0-18. The SQAPP was submitted and approved. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

**E. LOE: 7490 total hours**

## **II. OBJECTIVE:**

The contractor shall provide technical support in the training and use of SDWIS/State for Region 6's Tribal Drinking Water Program, and the contractor shall provide technical support in the implementation of Safe Drinking Water Act (SDWA) for the Region 6 Tribal Drinking Water Program.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

**Task 0 – Work Plan Submission**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor

classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-18 and 1-18 of the current contract. The work plan shall explain that use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 7 of WA 0-18. This task also includes monthly progress and financial reports that shall be submitted in accordance with the current contract reporting requirements. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated cost of \$20,000 or more, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WA COR will then prepare internal paperwork for approval of the cost and will advise the contractor when the appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**Task 1 – SDWIS Targeted Training for R6 Tribal Program (PWS Area: 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3)**

The Contractor shall provide support for up to fifty (50) SDWIS training sessions (already developed through SDWIS implementation experience) via the "GoTo" Meeting software application or another format acceptable to the Region 6. The contractor shall provide one (1) senior technical expert with advanced knowledge of SDWIS/State operating procedures to train R6 on the following:

- a) Assist with compliance determination in SDWIS/State
- b) Identify and resolve CDS issues
- c) Identify and resolve issues with Total Coliform Rule (TCR), Revised Total Coliform Rule (RTCR), Ground Water Rule (GWR), Phase II/V, Lead and Copper Rule (LCR), Stage 2 Disinfectant and Disinfection By-Products Rule (DBPR).
- d) Answer general questions
- e) Assist with queries as needed

It is anticipated that each of the training sessions (a-e) shall be attended by at least one (1) staff and will be approximately two (2) hours in length. Training materials need not be developed in advance as the "GoTo" Meetings will show what screenshots the trainings are covering in real time. If necessary, training materials may be distributed to attendees after the trainings.



**Task 2 – Facilitate Lab Electronic Data Interface (EDI) for R6 Tribal Program (PWS Area: 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3)**

The contractor shall incorporate support for up to fifty (50) SDWIS training sessions for EPA Region 6 via the “GOTO” Meeting software application or a similar format. The contractor shall provide one (1) senior technical expert with no less than five (5) years of experience to provide technical assistance to complete lab electronic data interface (EDI) reporting to EPA. This assistance shall focus on the following:

- a) Laboratory Electronic Reporting with all Region 6 labs for chem./rads, RTCR, LCR, and process those successfully into SDWIS/State
- b) Error correction Quality Assurance Quality Control (QA/QC)
- c) For new labs: Consult regarding file format, schema changes, R6 DI requirements; Testing; Process data into SDWIS/State; Error correction QA/QC, and consult with Laboratory on miscellaneous issues
- d) Hold up to 10 training sessions via Adobe Connect for labs regarding the SOP

Under items a – c, it is anticipated that each training session shall be attended by at least 1 staff and will be approximately 2 hours each in length. Under item d, it is anticipated that the Adobe Connect training sessions for labs (up to 10 sessions) shall be attended by at least 1 staff and will be approximately 2 hours each in length.

**Task 3 – SDWIS Clean up ETT Tool Project (PWS Area: 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3)**

This task shall include up to fifty (50) SDWIS training sessions to Region 6 and its Primacy States (mainly LA, NM, OK, and TX) as well as other Regions and States at the written technical direction of the WACOR. The training sessions shall be via the “GOTO” Meeting software application or similar application acceptable to the WACOR, to address SDWIS data management issues of public water systems (PWS) that are on the enforcement targeting tool (ETT) list. An ETT Assistant (ETTA) Tool was developed in Spring of 2015 to facilitate this task in Region 6 and rolled out in Fall of 2016. Part of this task shall include continuing developing the ETTA tool so that it can be used by multiple versions of SDWIS/State.

Each training session shall include at least 1 EPA staff and anticipated to last 2 hours in length. This includes returning outstanding violations (where appropriate) to compliance, cleaning up the ETT list, and allowing subsequent ETT lists to be accurate, so that Region 6 and its States can target assistance towards PWS that are relevant. The training shall be geared toward multiple versions of SDWIS/State at the written technical direction of the WACOR and will apply to other Regions and States.

This effort includes using the ETTA tool in multiple versions of SDWIS/State: 1) to clean up the data in SDWIS and the ETT; 2) making SDWIS and the ETT more accurately reflect violation statuses of PWSs; and 3) reducing the oversight and response time of Region 6 staff (both WQ and EN) and of States to better spend our resources on achieving compliance. This also includes reducing oversight and response time for other Regions and States where applicable at the written technical direction of the WACOR. In addition, this effort includes continuing developing and finalizing a standard operating procedure (SOP) with directions on how to utilize and apply the tool for the most efficient and effective use by the States. The SOP shall be applicable to multiple versions of SDWIS/State and in a format acceptable to the WACOR. In addition, the contractor shall, if directed by the WACOR via written technical direction, conduct up to ten (10) on-site assistance at the State office (located in Austin, TX, Baton Rouge, LA, or Santa Fe, NM or another location designated by the WACOR) lasting about three days and ten hours at each location. Also, the contractor shall, if directed by the WACOR via written



technical direction, participate in two national conferences/meetings to present updates on the ETTA tool. The meetings/conferences are anticipated to last about 3 days and about 8 hours per day, at a location to be determined by EPA. For travel planning purposes the conference is proposed to be in Washington, D.C, Cincinnati, OH, or Norfolk, VA. Finally, the contractor shall coordinate the national rollout (remote webinars) of the ETTA tool to other EPA Regions and States. This includes setting up multiple webinars lasting about 2-3 hours each, registration of participants, and coordinating with EPA on the dates and logistics of this national rollout.

**Task 4a – Source Water Assessment Software Project (PWS Area: 4.0)**

The contractor shall work with EPA to develop a Source Water Assessment (SWA) software that would translate data gathered in the field into a merge document that creates a SWA report that includes calculating a vulnerability rating (low, medium, or high vulnerability and the types of potential sources of contamination (PSOCs)). This effort is anticipated to include: 1) approximately 30 hours of exploration / preparation time for reviewing the past FoxPro system that was utilized to produce SWA reports; 2) approximately 50 hours to develop a software that would merge the field data with a word document while calculating the vulnerability rating into a report; 3) approximately 50 hours for developing SOP guidance for the software and present the software to EPA for its use into the R6 Tribal DI Program through trainings delivered at a frequency and format acceptable to the WA COR. This training presentation is anticipated to consist of a number of trainings total approximately forty (40) hours, including fielding questions from EPA and following up with edits to the software and SOP. This training may include travel that consists of on-site presentations of two (2) three day trips lasting 10 hours each trip located in Dallas, Texas.

**Task 4b – Source Water Assessments (SWA) at Tribal water systems (PWS Area: 4.0)**

The contractor shall conduct SWA on new sources and update SWA at existing sources at the request of the WACOR via written technical direction. This includes conducting SWA follow up, inventory updates in SDWIS, and preparation of SWA reports within 60 days in MS Word, pdf or a format acceptable to the WACOR (based on the availability of the SWA software under Task 4a). It is anticipated up to 20 SWAs (new or old source) are needed each lasting 10 hours and 3 days including travel days. The location of these SWAs are anticipated to be at Tribes in NM and OK and will be determined by the Region upon written technical direction of the WACOR.

**Task 5: Laboratory sampling coordination and regulatory implementation compliance assistance (PWS Area: 2.0, 2.4, 2.4.1, 8.0, 8.1.3, 8.3.3, 8.3.8, 8.3.11)**

The contractor shall provide support with SDWA program direct implementation on Tribal lands, assistance with regulatory and special sampling, lab administration of sampling, ensure that chain of custody forms are filled out correctly, ensure that the labs report directly to R6, ensure sampling schedules are developed, develop public notices, inventory factsheets, new water system updates, and track capacity development. The contractor also shall oversee, schedule, and track all drinking water compliance and special samples required by R6 and ensure that they are analyzed and reported electronically to SDWIS in csv or another format acceptable to R6. The contractor shall document items in this task (public notices, sampling schedules) in MS Word, Excel, or another format acceptable to R6. In addition, the contractor shall assist with regulatory implementation follow up on SDWA regulations or program requirements such as the Consumer Confidence Reports, LT2 Enhanced Surface Water Treatment Rule, Stage 2 DBPR implementation, Lead and Copper implementation, Revised Total Coliform Rule implementation, Public Notification, Chem/Rads implementation and milestones follow up. This also includes special studies such as Chemical Rules studies (waivers), DBP studies, LT2

studies, or LCR studies on tribal lands. It is anticipated that up to 5 types of regulatory sampling plans are needed to be reviewed and updated among the estimated 85 PWS. Each sampling plan is anticipated to require up to 10 hours to prepare, coordinate and finalize with EPA. Overall communication and coordination with the Tribes will be in consultation with the WACOR.

**Task 6: Training and Operator Certification (PWS Area: 7.0, 7.1, 7.2, 7.2.1, 7.2.5, 7.3.1)**

The Contractor shall provide support for administration of the R6 Tribal operator certification program. The contractor shall review applications from operators to determine eligibility, prepare the operators through development and training, test for operator certification at the level required by the applicants, and help determine whether operators may be certified. The contractor shall conduct up to 10 trainings. These trainings shall be at the written technical direction of the WACOR and shall include these subjects: Basic Math Training in NM or OK, Operator Certification Tests in NM or OK, Understanding Compliance Monitoring in NM or OK, Disinfection Trainings in NM or OK, New Rules Training in NM and OK, and Sanitary Survey Trainings in NM or OK; totaling up to 12 training events. Each training event is expected to last about 4 days (including travel days) at 10 hours per days. The dates of the trainings shall be coordinated with EPA. Preparation for each training event is estimated to take about 20 hours; the preparation and development of materials for the training shall be done in MS PowerPoint and handouts shall be provided in MS Word, Excel, PDF, or an acceptable format by EPA. In addition, the contractor shall track and maintain the R6 Tribal Operator Certification database and keep R6 informed of status updates through routine conference calls. The contractor shall conduct up to fifteen (15) conference calls with EPA lasting about one (1) hour each, regarding the development of materials, tracking of operators, and follow up of certifications.

**Task 7: Sanitary Surveys and follow up (PWS Area: 2.0, 2.1.3, 2.1.4, 2.4.6, 2.4.7)**

The contractor shall provide support in conducting sanitary surveys and follow up activities on R6 Tribal lands. The contractor shall conduct up to 20 sanitary surveys at water systems in Region 6 tribal lands. Tribes are anticipated to include, but are not limited to: Jicarilla, Laguna, Taos, Picuris, Nambe Pueblo, Ohkay Owingeh, San Ildefonso, Santa Clara, Zuni, and Isleta; Acoma, Jemez, Citizen Potawotami, Santa Ana, Santa Clara, Mescalero, Tunica-Biloxi, Wyandotte, Kickapoo of Oklahoma, Pawnee, Sac n Fox, Cheyenne Arapaho, and Absentee Shawnee. For travel purposes, the locations of these Tribes span NM and OK, but sanitary surveys may be expanded to LA and TX.

The sanitary surveys shall be conducted in clusters by geographic location to minimize travel costs. Task 7 includes travel to the water systems, completion of survey forms provided by Region 6, photos taken to document findings via jpg files, a report to Region 6 in MS Word, and tracking of the findings to assist Region 6 in sanitary survey follow up. The forms to be used for conducting the sanitary surveys shall be provided by R6 in order to ensure that all essential elements are covered. Each sanitary survey shall last approximately 10 hours per water system, depending on the system size and complexity. Documentation of the findings shall be by electronic photos provided to R6 via jpg or tiff files and a report provided to R6 via MS Word. It is anticipated that the sanitary survey documentation and report writing will take approximately 20 hours for each report and shall be completed and emailed to R6 via MS Word and Adobe pdf formats, within 30 days of the survey. Finally, the experts shall track and follow up on the deficiencies status. The follow up and tracking of deficiencies are anticipated to take approximately 10 hours for each of the 15 water systems. Finally, the experts shall participate in either one (1) conference call per month, lasting approximately eight (8) hours each, or two (2)

conference calls per month, lasting approximately four (4) hours each, with R6 to discuss sanitary survey deficiency tracking and solutions to help correct the deficiencies.

**Task 8: Tribal on-site and targeted technical assistance (PWS Area: 2.1.6, 2.1.7, 2.4.2, 2.4.4, 2.4.6, 2.4.7, 3.4.4)**

The contractor shall provide support in developing solutions at Tribal water systems, conducting system-specific studies (CT evaluations, pilot studies, DBP compliance solutions), conducting system specific training, process control monitoring, and instrument calibration. The contractor shall conduct the following:

- a. Monthly Operating Reports (MORs) assistance for Tribes (including Jicarilla). The training comes in the form of up to 4 site visits, each lasting 3 days at 10 hours per day, which include travel days. In addition, there will be about five (5) conference calls with the Tribe and R6, each lasting about 2 hours. Update of the system specific MORs will include 20 hours of MOR development.
- b. Significant deficiency follow up at PWSs selected by R6. This will involve up to two (2) technical assistance trainings per month each lasting 1 day at about 10 hours per day (including travel days). Preparation and follow up is anticipated to include about ten (10) conference calls with EPA and/or the Tribe lasting about 2 hours each.
- c. Update chlorine contact time (CT) calculations for up to twenty (20) water systems in R6. The expert shall verify data with R6, IHS, and Tribes in order to update the CT calculations for the Tribal water system. This will consist of five (5) conference calls to R6/IHS/Tribes lasting approximately 2 hours each. The work may consist of travel to verify CT, to approximately twenty (20) water systems grouped geographically to minimize travel costs, lasting 10 hours per system. A CT Report shall be provided to R6 in MS Word or other format acceptable by R6.
- d. Assist EPA with Level 1 and 2 Assessments. This will involve assistance over the phone on how to fill out the assessment forms. Based on historical data, we anticipate up to 10 level 1 assessments, each lasting about 3 hours per assessment total, including the initial phone call and follow up calls to complete the assessment. Based on historical data, we anticipate about 5 level 2 assessments (located at tribes in NM or OK), each lasting about 24 hours total, including one travel day, one assessment day, and one follow up day.

**Task 9: SDWIS server hosting of updated applications (PWS Area: 6.0)**

The Contractor shall provide assistance on the server hosting of contractor accessible version of the R6 Tribal SDWIS and Oracle database applications oversight. The expert shall assist R6 on SDWIS hosting in a local area to R6 or other area designated by R6.

Region 6 Tribal Direct Implementation Program uses contractors/subcontractors to provide technical assistance to tribal water systems. Contractors/subcontractors are tasked with collecting water system information, performing sanitary surveys, providing operator certification training, Consumer Confidence Report preparation, and other essential technical assistance tasks as well as processing laboratory data into SDWIS/State. Reliable and timely water system information is essential to providing high-quality technical assistance. As technical assistance is provided, water system information is updated in the contractor/subcontractor accessible version of SDWIS/State. Contractor shall host the contractor/subcontractor-accessible version of tribal SDWIS applications on a Federal Information Security Management Act (FISMA) compliant server that meets all federal information technology security requirements. The Contractor shall provide documentation regarding the server provider's security plan and authorization to operate (ATO) for review and approval by EPA headquarters (HQ). This task

does not include any application development or new application acquisition.

Region 6 is an ardent supporter of SDWIS/Prime and the Compliance Monitoring Data Portal (CMDP). Region 6 staff have been heavily involved in the modernization effort and Region 6 is represented on almost all workgroups. The Contractor shall assist Region 6 with transitioning to SDWIS/Prime and the CMDP. The Contractor shall use the contractor's current tribal SDWIS/State test environment to modify existing interfacing applications and prepare data for migration. The Contractor shall closely monitor SDWIS/Prime and CMDP development in anticipation of transitioning as soon as possible.

**Task 10a: Assistance on regulatory engineering plan reviews for New Mexico Environmental Department (NMED) (2.2.5, 2.1.1, 2.1.2, 3.2.4)**

The Contractor shall provide regulatory engineering plan reviews for PWS to assist NMED with their final review and approval of these engineering plans for PWS. Communication and coordination with the State shall be done in consultation with the WACOR. This includes:

1. Review construction plans and specifications in light of the drinking water regulations, NMED recommended standards for water facilities and standard for professional engineering practice.
2. Determine the completeness of an application or notification, determine the regulatory review period, record the submittal in SDWIS and notify the applicant in writing of the determination within 15 days of receipt of the submittal.
3. Recommend to NMED to reject application if incomplete; otherwise,
  - a. Review, document, and assist NMED to take proper action to approve for construction plans and specifications of PWS projects within the review period applicable for the project type as described in NM Administrative Code (Subsection 201.K) of the drinking water regulations.
  - b. Provide any applicable written comments to the PWS to accompany NMED's approval within the regulatory timeframes given in Subsection 201.K of the drinking water regulations.
4. Review and recommend proper action to NMED to approve, disapprove or request additional information for as-built plans in accordance with NMED regulations and guidelines provided by NMED.
5. Conduct timely and thorough evaluations of technical reports and the technical feasibility of proposed projects, based on drinking water regulations and engineering principals.
6. Maintain up-to-date and accurate project files and SDWIS tracking according to NMED procedures provided by NMED.
7. Provide all completed project information & electronic documents to NMED Drinking Water Bureau Technical Services Team Manager on a weekly basis (for magneto file management).
8. Provide review of Construction Modifications as required in Subsection 201.N of the drinking water regulations, normally a written response within 30 days of receipt of the submittal.

This task 10a is anticipated to entail about 100 plan reviews and about 1500 hours.

**Task 10b: Assistance on non-regulatory engineering design plan reviews for NMED (2.2.5, 2.1.1, 2.1.2, 3.2.4)**

The Contractor shall provide non-regulatory engineering reviews for PWS to assist NMED with their final review and approval of these engineering plans for PWS. This includes:

1. Provide a review of environmental assessments within 5 work days of receipt.

2. Provide a review of preliminary engineering reports, as needed.
3. Provide conceptual engineering consultation to PWS as related to compliance with the NMDWR, as needed.
4. Maintain up-to-date and accurate project files and SDWIS tracking according to NMED procedures provided by NMED.
5. Provide all completed project information & electronic documents to NMED Drinking Water Bureau Technical Services Team Manager on a weekly basis (for magneto file management).

This task 10b is anticipated to entail about 60 plan reviews and about 900 hours. Communication and coordination with the Tribes will be in consultation with the WACOR.

#### **IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
Task 0	Workplan, budget, and QA supplemental. Monthly progress reports	According to contract
Task 1	SDWIS targeted training for R6	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 2	Facilitate lab EDI for R6	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 3	SDWIS clean up ETT project	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 4a	Source Water Assessment Software project: explore, develop, and train on software	Ongoing until end of performance period, per written technical direction
Task 4b	Source Water Assessments conducted	Ongoing until end of performance period, per written technical direction
Task 5	Laboratory sampling coordination and regulatory compliance implementation assistance	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 6	Training and operator certification program implementation	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 7	Sanitary surveys and follow up	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 8	Tribal on-site and targeted technical assistance	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 9	SDWIS server hosting	Shall begin July 1, 2017 and remain ongoing until end of performance period
Task 10a	Regulatory engineering plan reviews	Shall begin July 1, 2017 and remain ongoing until end of performance period
Task 10b	Non-regulatory engineering plan reviews	Shall begin July 1, 2017 and remain ongoing until end of performance period

#### **V. MISCELLANEOUS**

##### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and §

1194.22 Web-based intranet and internet information and applications. See:  
<http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

### **TRAVEL**

Specific dates of the training sessions, source water assessments, sanitary surveys, and conferences are TBD upon discussion with Tribes and/or States based on the need determined during the year. Travel for these activities shall be conducted with 1 contractor (Tasks 1-3) and up to 2 contractors (Tasks 4, 6-8). Specific locations for these travel activities are covered under each respective Task and are generally in NM and possibly in OK, LA, and TX. For the national meeting under Task 3, because the location and date is TBD, for the purposes of proposing, the contractor shall assume 10 two-day trips to Washington, DC with 1 contractor each. Travel requests shall be submitted to the WACOR for recommendation of approval by the COR.

### **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WA COR.

### **PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

### **VI. QUALITY ASSURANCE SURVEILLANCE PLAN**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.





United States Environmental Protection Agency  
Washington, DC 20460

### Work Assignment

Work Assignment Number

2-18



Other



Amendment Number:

000001

Contract Number

EP-C-15-022

Contract Period 09/01/2015 To 06/30/2018

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

SDWIS Training & Tech Assistan

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

2.0, 2.1, 2.1.3, 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 07/01/2017 To 06/30/2018

Comments:

Additional Paragraphs from PWS: 2.1.4, 2.1.5, 2.4, 3.4.1, 3.4.6, 3.4.7, 3.7.4, 4.0. The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 2-18 is to add information to Task 9 for the purpose of expanding assistance to other Region(s).



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)



Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

#### Authorized Work Assignment Ceiling

Contract Period:

09/01/2015 To 06/30/2018

Cost/Fee:

LOE: 7,490

This Action:

110

Total:

7,600

#### Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved

Cost/Fee

LOE:

Work Assignment Manager Name Kim Ngo

Branch/Mail Code:

Phone Number: 214-665-7158

FAX Number:

(Signature)

(Date)

Project Officer Name Nancy Parrotta

Branch/Mail Code:

Phone Number: 202-564-5260

FAX Number:

(Signature)

(Date)

Other Agency Official Name Lisa Mitchell-Flinn

Branch/Mail Code:

Phone Number: 513-487-2852

FAX Number:

(Signature)

(Date)

Contracting Official Name Noelle Mills

Branch/Mail Code:

Phone Number: 513-487-2171

FAX Number:

(Signature)

(Date)

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 2-18 Amendment 1**  
**Issuance – June 30, 2018**

**I. ADMINISTRATIVE:**

**A. Title:** SDWIS Training and Technical Assistance on SDWA Implementation in Region 6

**B. Work Assignment Contracting Officer's Representative (WACOR):**

Kim Ngo Kidd

1445 Ross Avenue (6WQ-SD)

Dallas, TX 75202

214-665-7158

[Ngo.kim@epa.gov](mailto:Ngo.kim@epa.gov)

**C. Background:**

The Environmental Protection Agency (EPA) Region 6 has direct implementation responsibility for the Region 6 Tribal Drinking Water Program. Region 6 requests contractor assistance to help us with our Tribal Safe Drinking Water Information Systems (SDWIS) functions and other SDWA regulatory and programmatic implementation requirements per Region 6's Tribal Drinking Water Program. A number of tasks in WA 2-18 build on work performed under WA 0-18 and WA 1-18 of the current contract.

**D. Quality Assurance**

The task 7 in this Work Assignment (WA) requires the use of primary and/or secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor shall supplement the Contract Level Quality Assurance Project Plan (QAPP) to assure for the quality of the data under Task 7 of this work assignment. The work is identical to work that was completed under 0-18. The SQAPP was submitted and approved. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

**E. LOE: Total 7600 hours (Amendment 1 – 110 hours)**

**II. OBJECTIVE:**

The contractor shall provide technical support in the training and use of SDWIS/State for Region 6's Tribal Drinking Water Program, and the contractor shall provide technical support in the implementation of Safe Drinking Water Act (SDWA) for the Region 6 Tribal Drinking Water Program.

**III. TASK DETAIL:**

The contractor shall perform the following tasks:

**Task 0 – Work Plan Submission**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor



classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-18 and 1-18 of the current contract. The work plan shall explain that use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 7 of WA 0-18. This task also includes monthly progress and financial reports that shall be submitted in accordance with the current contract reporting requirements. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated cost of \$20,000 or more, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WA COR will then prepare internal paperwork for approval of the cost and will advise the contractor when the appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**Task 1 – SDWIS Targeted Training for R6 Tribal Program (PWS Area: 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3)**

The Contractor shall provide support for up to fifty (50) SDWIS training sessions (already developed through SDWIS implementation experience) via the "GoTo" Meeting software application or another format acceptable to the Region 6. The contractor shall provide one (1) senior technical expert with advanced knowledge of SDWIS/State operating procedures to train R6 on the following:

- a) Assist with compliance determination in SDWIS/State
- b) Identify and resolve CDS issues
- c) Identify and resolve issues with Total Coliform Rule (TCR), Revised Total Coliform Rule (RTCR), Ground Water Rule (GWR), Phase II/V, Lead and Copper Rule (LCR), Stage 2 Disinfectant and Disinfection By-Products Rule (DBPR).
- d) Answer general questions
- e) Assist with queries as needed

It is anticipated that each of the training sessions (a-e) shall be attended by at least one (1) staff and will be approximately two (2) hours in length. Training materials need not be developed in advance as the "GoTo" Meetings will show what screenshots the trainings are covering in real time. If necessary, training materials may be distributed to attendees after the trainings.

**Task 2 – Facilitate Lab Electronic Data Interface (EDI) for R6 Tribal Program (PWS Area: 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3)**

The contractor shall incorporate support for up to fifty (50) SDWIS training sessions for EPA Region 6 via the “GOTO” Meeting software application or a similar format. The contractor shall provide one (1) senior technical expert with no less than five (5) years of experience to provide technical assistance to complete lab electronic data interface (EDI) reporting to EPA. This assistance shall focus on the following:

- a) Laboratory Electronic Reporting with all Region 6 labs for chem./rads, R6 DI, LCR, and process those successfully into SDWIS/State
- b) Error correction Quality Assurance Quality Control (QA/QC)
- c) For new labs: Consult regarding file format, schema changes, R6 DI requirements; Testing; Process data into SDWIS/State; Error correction QA/QC, and consult with Laboratory on miscellaneous issues
- d) Hold up to 10 training sessions via Adobe Connect for labs regarding the SOP

Under items a – c, it is anticipated that each training session shall be attended by at least 1 staff and will be approximately 2 hours each in length. Under item d, it is anticipated that the Adobe Connect training sessions for labs (up to 10 sessions) shall be attended by at least 1 staff and will be approximately 2 hours each in length.

**Task 3 – SDWIS Clean up ETT Tool Project (PWS Area: 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3)**

This task shall include up to fifty (50) SDWIS training sessions to Region 6 and its Primacy States (mainly LA, NM, OK, and TX) as well as other Regions and States at the written technical direction of the WACOR. The training sessions shall be via the “GOTO” Meeting software application or similar application acceptable to the WACOR, to address SDWIS data management issues of public water systems (PWS) that are on the enforcement targeting tool (ETT) list. An ETT Assistant (ETTA) Tool was developed in Spring of 2015 to facilitate this task in Region 6 and rolled out in Fall of 2016. Part of this task shall include continuing developing the ETTA tool so that it can be used by multiple versions of SDWIS/State.

Each training session shall include at least 1 EPA staff and anticipated to last 2 hours in length. This includes returning outstanding violations (where appropriate) to compliance, cleaning up the ETT list, and allowing subsequent ETT lists to be accurate, so that Region 6 and its States can target assistance towards PWS that are relevant. The training shall be geared toward multiple versions of SDWIS/State at the written technical direction of the WACOR and will apply to other Regions and States.

This effort includes using the ETTA tool in multiple versions of SDWIS/State: 1) to clean up the data in SDWIS and the ETT; 2) making SDWIS and the ETT more accurately reflect violation statuses of PWSs; and 3) reducing the oversight and response time of Region 6 staff (both WQ and EN) and of States to better spend our resources on achieving compliance. This also includes reducing oversight and response time for other Regions and States where applicable at the written technical direction of the WACOR. In addition, this effort includes continuing developing and finalizing a standard operating procedure (SOP) with directions on how to utilize and apply the tool for the most efficient and effective use by the States. The SOP shall be applicable to multiple versions of SDWIS/State and in a format acceptable to the WACOR. In addition, the contractor shall, if directed by the WACOR via written technical direction, conduct up to ten (10) on-site assistance at the State office (located in Austin, TX, Baton Rouge, LA, or Santa Fe, NM or another location designated by the WACOR) lasting about three days and ten hours at each location. Also, the contractor shall, if directed by the WACOR via written

technical direction, participate in two national conferences/meetings to present updates on the ETTA tool. The meetings/conferences are anticipated to last about 3 days and about 8 hours per day, at a location to be determined by EPA. For travel planning purposes the conference is proposed to be in Washington, D.C, Cincinnati, OH, or Norfolk, VA. Finally, the contractor shall coordinate the national rollout (remote webinars) of the ETTA tool to other EPA Regions and States. This includes setting up multiple webinars lasting about 2-3 hours each, registration of participants, and coordinating with EPA on the dates and logistics of this national rollout.

**Task 4a – Source Water Assessment Software Project (PWS Area: 4.0)**

The contractor shall work with EPA to develop a Source Water Assessment (SWA) software that would translate data gathered in the field into a merge document that creates a SWA report that includes calculating a vulnerability rating (low, medium, or high vulnerability and the types of potential sources of contamination (PSOCs)). This effort is anticipated to include: 1) approximately 30 hours of exploration / preparation time for reviewing the past FoxPro system that was utilized to produce SWA reports; 2) approximately 50 hours to develop a software that would merge the field data with a word document while calculating the vulnerability rating into a report; 3) approximately 50 hours for developing SOP guidance for the software and present the software to EPA for its use into the R6 Tribal DI Program through trainings delivered at a frequency and format acceptable to the WA COR. This training presentation is anticipated to consist of a number of trainings total approximately forty (40) hours, including fielding questions from EPA and following up with edits to the software and SOP. This training may include travel that consists of on-site presentations of two (2) three day trips lasting 10 hours each trip located in Dallas, Texas.

**Task 4b – Source Water Assessments (SWA) at Tribal water systems (PWS Area: 4.0)**

The contractor shall conduct SWA on new sources and update SWA at existing sources at the request of the WACOR via written technical direction. This includes conducting SWA follow up, inventory updates in SDWIS, and preparation of SWA reports within 60 days in MS Word, pdf or a format acceptable to the WACOR (based on the availability of the SWA software under Task 4a). It is anticipated up to 20 SWAs (new or old source) are needed each lasting 10 hours and 3 days including travel days. The location of these SWAs are anticipated to be at Tribes in NM and OK and will be determined by the Region upon written technical direction of the WACOR.

**Task 5: Laboratory sampling coordination and regulatory implementation compliance assistance (PWS Area: 2.0, 2.4, 2.4.1, 8.0, 8.1.3, 8.3.3, 8.3.8, 8.3.11)**

The contractor shall provide support with SDWA program direct implementation on Tribal lands, assistance with regulatory and special sampling, lab administration of sampling, ensure that chain of custody forms are filled out correctly, ensure that the labs report directly to R6, ensure sampling schedules are developed, develop public notices, inventory factsheets, new water system updates, and track capacity development. The contractor also shall oversee, schedule, and track all drinking water compliance and special samples required by R6 and ensure that they are analyzed and reported electronically to SDWIS in csv or another format acceptable to R6. The contractor shall document items in this task (public notices, sampling schedules) in MS Word, Excel, or another format acceptable to R6. In addition, the contractor shall assist with regulatory implementation follow up on SDWA regulations or program requirements such as the Consumer Confidence Reports, LT2 Enhanced Surface Water Treatment Rule, Stage 2 DBPR implementation, Lead and Copper implementation, Revised Total Coliform Rule implementation, Public Notification, Chem/Rads implementation and milestones follow up. This also includes special studies such as Chemical Rules studies (waivers), DBP studies, LT2

studies, or LCR studies on tribal lands. It is anticipated that up to 5 types of regulatory sampling plans are needed to be reviewed and updated among the estimated 85 PWS. Each sampling plan is anticipated to require up to 10 hours to prepare, coordinate and finalize with EPA. Overall communication and coordination with the Tribes will be in consultation with the WACOR.

**Task 6: Training and Operator Certification (PWS Area: 7.0, 7.1, 7.2, 7.2.1, 7.2.5, 7.3.1)**

The Contractor shall provide support for administration of the R6 Tribal operator certification program. The contractor shall review applications from operators to determine eligibility, prepare the operators through development and training, test for operator certification at the level required by the applicants, and help determine whether operators may be certified. The contractor shall conduct up to 10 trainings. These trainings shall be at the written technical direction of the WACOR and shall include these subjects: Basic Math Training in NM or OK, Operator Certification Tests in NM or OK, Understanding Compliance Monitoring in NM or OK, Disinfection Trainings in NM or OK, New Rules Training in NM and OK, and Sanitary Survey Trainings in NM or OK; totaling up to 12 training events. Each training event is expected to last about 4 days (including travel days) at 10 hours per days. The dates of the trainings shall be coordinated with EPA. Preparation for each training event is estimated to take about 20 hours; the preparation and development of materials for the training shall be done in MS PowerPoint and handouts shall be provided in MS Word, Excel, PDF, or an acceptable format by EPA. In addition, the contractor shall track and maintain the R6 Tribal Operator Certification database and keep R6 informed of status updates through routine conference calls. The contractor shall conduct up to fifteen (15) conference calls with EPA lasting about one (1) hour each, regarding the development of materials, tracking of operators, and follow up of certifications.

**Task 7: Sanitary Surveys and follow up (PWS Area: 2.0, 2.1.3, 2.1.4, 2.4.6, 2.4.7)**

The contractor shall provide support in conducting sanitary surveys and follow up activities on R6 Tribal lands. The contractor shall conduct up to 20 sanitary surveys at water systems in Region 6 tribal lands. Tribes are anticipated to include, but are not limited to: Jicarilla, Laguna, Taos, Picuris, Nambe Pueblo, Ohkay Owingeh, San Ildefonso, Santa Clara, Zuni, and Isleta; Acoma, Jemez, Citizen Potawotami, Santa Ana, Santa Clara, Mescalero, Tunica-Biloxi, Wyandotte, Kickapoo of Oklahoma, Pawnee, Sac n Fox, Cheyenne Arapaho, and Absentee Shawnee. For travel purposes, the locations of these Tribes span NM and OK, but sanitary surveys may be expanded to LA and TX.

The sanitary surveys shall be conducted in clusters by geographic location to minimize travel costs. Task 7 includes travel to the water systems, completion of survey forms provided by Region 6, photos taken to document findings via jpg files, a report to Region 6 in MS Word, and tracking of the findings to assist Region 6 in sanitary survey follow up. The forms to be used for conducting the sanitary surveys shall be provided by R6 in order to ensure that all essential elements are covered. Each sanitary survey shall last approximately 10 hours per water system, depending on the system size and complexity. Documentation of the findings shall be by electronic photos provided to R6 via jpg or tiff files and a report provided to R6 via MS Word. It is anticipated that the sanitary survey documentation and report writing will take approximately 20 hours for each report and shall be completed and emailed to R6 via MS Word and Adobe pdf formats, within 30 days of the survey. Finally, the experts shall track and follow up on the deficiencies status. The follow up and tracking of deficiencies are anticipated to take approximately 10 hours for each of the 15 water systems. Finally, the experts shall participate in either one (1) conference call per month, lasting approximately eight (8) hours each, or two (2)

conference calls per month, lasting approximately four (4) hours each, with R6 to discuss sanitary survey deficiency tracking and solutions to help correct the deficiencies.

**Task 8: Tribal on-site and targeted technical assistance (PWS Area: 2.1.6, 2.1.7, 2.4.2, 2.4.4, 2.4.6, 2.4.7, 3.4.4)**

The contractor shall provide support in developing solutions at Tribal water systems, conducting system-specific studies (CT evaluations, pilot studies, DBP compliance solutions), conducting system specific training, process control monitoring, and instrument calibration. The contractor shall conduct the following:

- a. Monthly Operating Reports (MORs) assistance for Tribes (including Jicarilla). The training comes in the form of up to 4 site visits, each lasting 3 days at 10 hours per day, which include travel days. In addition, there will be about five (5) conference calls with the Tribe and R6, each lasting about 2 hours. Update of the system specific MORs will include 20 hours of MOR development.
- b. Significant deficiency follow up at PWSs selected by R6. This will involve up to two (2) technical assistance trainings per month each lasting 1 day at about 10 hours per day (including travel days). Preparation and follow up is anticipated to include about ten (10) conference calls with EPA and/or the Tribe lasting about 2 hours each.
- c. Update chlorine contact time (CT) calculations for up to twenty (20) water systems in R6. The expert shall verify data with R6, IHS, and Tribes in order to update the CT calculations for the Tribal water system. This will consist of five (5) conference calls to R6/IHS/Tribes lasting approximately 2 hours each. The work may consist of travel to verify CT, to approximately twenty (20) water systems grouped geographically to minimize travel costs, lasting 10 hours per system. A CT Report shall be provided to R6 in MS Word or other format acceptable by R6.
- d. Assist EPA with Level 1 and 2 Assessments. This will involve assistance over the phone on how to fill out the assessment forms. Based on historical data, we anticipate up to 10 level 1 assessments, each lasting about 3 hours per assessment total, including the initial phone call and follow up calls to complete the assessment. Based on historical data, we anticipate about 5 level 2 assessments (located at tribes in NM or OK), each lasting about 24 hours total, including one travel day, one assessment day, and one follow up day.

**Task 9a: SDWIS server hosting of updated applications for R6 (PWS Area: 6.0)**

The Contractor shall provide assistance on the server hosting of contractor accessible version of the R6 Tribal SDWIS and Oracle database applications oversight. The expert shall assist R6 on SDWIS hosting in a local area to R6 or other area designated by R6.

Region 6 Tribal Direct Implementation Program uses contractors/subcontractors to provide technical assistance to tribal water systems. Contractors/subcontractors are tasked with collecting water system information, performing sanitary surveys, providing operator certification training, Consumer Confidence Report preparation, and other essential technical assistance tasks as well as processing laboratory data into SDWIS/State. Reliable and timely water system information is essential to providing high-quality technical assistance. As technical assistance is provided, water system information is updated in the contractor/subcontractor accessible version of SDWIS/State. Contractor shall host the contractor/subcontractor-accessible version of tribal SDWIS applications on a Federal Information Security Management Act (FISMA) compliant server that meets all federal information technology security requirements. The Contractor shall provide documentation regarding the server provider's security plan and authorization to operate (ATO) for review and approval by EPA headquarters (HQ). This task



does not include any application development or new application acquisition.

Region 6 is an ardent supporter of SDWIS/Prime and the Compliance Monitoring Data Portal (CMDP). Region 6 staff have been heavily involved in the modernization effort and Region 6 is represented on almost all workgroups. The Contractor shall assist Region 6 with transitioning to SDWIS/Prime and the CMDP. The Contractor shall use the contractor's current tribal SDWIS/State test environment to modify existing interfacing applications and prepare data for migration. The Contractor shall closely monitor SDWIS/Prime and CMDP development in anticipation of transitioning as soon as possible.

**Task 9b: SDWIS server hosting of updated applications for R4 (PWS Area: 6.0)**

The Contractor shall provide assistance on server hosting of contractor accessible version for the R4 Tribal SDWIS and Oracle database applications oversight. The expert shall assist R4 to initiate SDWIS hosting service in a local area to R4 or other area designated by R4 and the WACOR. This includes setting up drafts for federal reporting, drafts for CMDP synchronization, and ensuring backups to create redundancy in drinking water data. As technical assistance is provided, water system information is updated in the contractor/subcontractor accessible version of SDWIS/State. Contractor shall host the contractor/subcontractor-accessible version of tribal SDWIS applications on a Federal Information Security Management Act (FISMA) compliant server that meets all federal information technology security requirements. The Contractor shall provide documentation regarding the server provider's security plan and authorization to operate (ATO) for review and approval by EPA headquarters (HQ). This task does not include any application development or new application acquisition. Region 4 is a supporter of SDWIS/Prime and the Compliance Monitoring Data Portal (CMDP).

The Contractor shall assist Region 4 with transitioning to SDWIS/Prime and the CMDP. The Contractor shall use the contractor's current tribal SDWIS/State test environment to modify existing interfacing applications and prepare data for migration. The Contractor shall closely monitor SDWIS/Prime and CMDP development in anticipation of transitioning as soon as possible.

**Task 10a: Assistance on regulatory engineering plan reviews for New Mexico Environmental Department (NMED) (2.2.5, 2.1.1, 2.1.2, 3.2.4)**

The Contractor shall provide regulatory engineering plan reviews for PWS to assist NMED with their final review and approval of these engineering plans for PWS. Communication and coordination with the State shall be done in consultation with the WACOR. This includes:

1. Review construction plans and specifications in light of the drinking water regulations, NMED recommended standards for water facilities and standard for professional engineering practice.
2. Determine the completeness of an application or notification, determine the regulatory review period, record the submittal in SDWIS and notify the applicant in writing of the determination within 15 days of receipt of the submittal.
3. Recommend to NMED to reject application if incomplete; otherwise,
  - a. Review, document, and assist NMED to take proper action to approve for construction plans and specifications of PWS projects within the review period applicable for the project type as described in NM Administrative Code (Subsection 201.K) of the drinking water regulations.
  - b. Provide any applicable written comments to the PWS to accompany NMED's approval within the regulatory timeframes given in Subsection 201.K of the drinking water regulations.

4. Review and recommend proper action to NMED to approve, disapprove or request additional information for as-built plans in accordance with NMED regulations and guidelines provided by NMED.
5. Conduct timely and thorough evaluations of technical reports and the technical feasibility of proposed projects, based on drinking water regulations and engineering principals.
6. Maintain up-to-date and accurate project files and SDWIS tracking according to NMED procedures provided by NMED.
7. Provide all completed project information & electronic documents to NMED Drinking Water Bureau Technical Services Team Manager on a weekly basis (for magneto file management).
8. Provide review of Construction Modifications as required in Subsection 201.N of the drinking water regulations, normally a written response within 30 days of receipt of the submittal.

This task 10a is anticipated to entail about 100 plan reviews and about 1500 hours.

**Task 10b: Assistance on non-regulatory engineering design plan reviews for NMED (2.2.5, 2.1.1, 2.1.2, 3.2.4)**

The Contractor shall provide non-regulatory engineering reviews for PWS to assist NMED with their final review and approval of these engineering plans for PWS. This includes:

1. Provide a review of environmental assessments within 5 work days of receipt.
2. Provide a review of preliminary engineering reports, as needed.
3. Provide conceptual engineering consultation to PWS as related to compliance with the NMDWR, as needed.
4. Maintain up-to-date and accurate project files and SDWIS tracking according to NMED procedures provided by NMED.
5. Provide all completed project information & electronic documents to NMED Drinking Water Bureau Technical Services Team Manager on a weekly basis (for magneto file management).

This task 10b is anticipated to entail about 60 plan reviews and about 900 hours.

Communication and coordination with the Tribes will be in consultation with the WACOR.

**IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
Task 0	Workplan, budget, and QA supplemental. Monthly progress reports	According to contract
Task 1	SDWIS targeted training for R6	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 2	Facilitate lab EDI for R6	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 3	SDWIS clean up ETT project	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 4a	Source Water Assessment Software project: explore, develop, and train on software	Ongoing until end of performance period, per written technical direction
Task 4b	Source Water Assessments conducted	Ongoing until end of performance period, per written technical direction
Task 5	Laboratory sampling coordination and regulatory compliance implementation assistance	Shall begin July 1, 2017, and remain ongoing until end of performance period

Task 6	Training and operator certification program implementation	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 7	Sanitary surveys and follow up	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 8	Tribal on-site and targeted technical assistance	Shall begin July 1, 2017, and remain ongoing until end of performance period
Task 9a	SDWIS server hosting for R6	Ongoing and by the end of the performance period
Task 9b	SDWIS server hosting for R4	Ongoing and by the end of the performance period
Task 10a	Regulatory engineering plan reviews	Shall begin July 1, 2017 and remain ongoing until end of performance period
Task 10b	Non-regulatory engineering plan reviews	Shall begin July 1, 2017 and remain ongoing until end of performance period

## **V. MISCELLANEOUS**

### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## **TRAVEL**

Specific dates of the training sessions, source water assessments, sanitary surveys, and conferences are TBD upon discussion with Tribes and/or States based on the need determined during the year. Travel for these activities shall be conducted with 1 contractor (Tasks 1-3) and up to 2 contractors (Tasks 4, 6-8). Specific locations for these travel activities are covered under each respective Task and are generally in NM and possibly in OK, LA, and TX. For the national meeting under Task 3, because the location and date is TBD, for the purposes of proposing, the contractor shall assume 10 two-day trips to Washington, DC with 1 contractor each. Travel requests shall be submitted to the WACOR for recommendation of approval by the COR.

## **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WA COR.

## **PRINTING**



All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

#### **VI. QUALITY ASSURANCE SURVEILLANCE PLAN**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-20				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2018 Base                      Option Period Number       2			Title of Work Assignment/SF Site Name National UIC DB Implementation				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 4.3, 6.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2017   To   06/30/2018				
Comments: Task 0 and Task 4 shall not commence until July 1, 2017. No other tasks under this work assignment are authorized for immediate start.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:                      Cost/Fee:                      LOE: 09/01/2015   To   06/30/2018										
This Action:  										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:                      Cost/Fee                      LOE:										
Cumulative Approved:                      Cost/Fee                      LOE:										
Work Assignment Manager Name    Beth Hall  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-3883 FAX Number:			
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name    Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name    Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**EP-C-15-022**  
**Work Assignment No. 2-20**  
**Period of Performance: July 1, 2017 – June 30, 2018**

**I. ADMINISTRATIVE**

**A. Title: National Underground Injection Control Database (NUICDB) – Implementation Support**

**B. Work Assignment COR (WACOR):**

<b>WACOR</b>	<b>Alternate WACOR</b>
Beth Hall US EPA OGWDW (4606M) 1200 Pennsylvania Avenue NW Washington, DC 20460 (202) 564 3883 <b>E-mail:</b> hall.beth@epa.gov	Jill Dean OGWDW (4606M) 1200 Pennsylvania Avenue NW Washington, DC 20460 (202) 564-3241 <b>E-mail:</b> Dean.Jill@epa.gov

**C. Quality Assurance:** Tasks 1 – 5 of this work assignment require use of primary and secondary data. Consistent with the Agency’s quality assurance (QA) protocol, the contractor shall use the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) delivered under WA 0-20, appending the Contract-level Quality Assurance Project Plan (QAPP) to ensure the quality of data used. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

**D. Background:**

The UIC Program is authorized under the authority of the Safe Drinking Water Act and is managed by EPA's Office of Ground Water and Drinking Water, UIC Program. Injection wells are used to emplace a variety of fluids underground. The UIC Program has developed a national database to collect well level data generated by primary programs including state programs and EPA direct implementation programs. The database now has some level of data from most UIC programs. The UIC program continues to work to evaluate the data available and expand the quantity and quality of data being provided by primacy programs. Similar work was performed under WA- 0-20 of contract EP-C-08-022.

**II. OBJECTIVE:**

Under this work assignment the contractor shall: (1) provide support to EPA for expanding the quality and quantity of data provided by primacy programs and increasing the population of the UIC Database 2) support collection and use of RBDMS data 3) provide support to EPA for

providing user support for participating primacy programs through documentation, outreach and training 4) support increased use of UIC database data and 5) provide support for use and maintenance of various reporting mechanisms.

**PWS Paragraphs: 4.3, 6.0**

**III. TASK DETAIL**

**The contractor shall perform the following tasks:**

**Task 0: Work Plan and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

All reports shall be submitted according to contract requirements including the work plan, monthly reports, and all invoicing requirements.

In addition, the contractor shall use the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) delivered under WA 0-20, appending the Contract-level Quality Assurance Project Plan (QAPP) and ensure the quality of secondary data used to complete these tasks. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA.

**Task 1 – Support Increased Population of the UIC database**

The contractor shall provide support to the EPA WACOR and the Regional UIC Data Management Coordinators (DMC) to increase the population of the NUICDB for states that are and are not actively working towards a complete and quality submission. For states selected by EPA, the contractor shall work with primacy programs to identify logical and physical mapping issues, source data usability issues, program issues, and miscellaneous issues and make recommendations to EPA for resolution of these issues. In consultation with the WACOR, the contractor shall complete or update mapping based on available source data. The contractor shall provide documentation for each program as directed by the WACOR. The contractor shall provide QA/QC support for data submission and use. For planning purposes, the contractor shall work, as needed, with NEOG, EPA Region 2, EPA Region 10 and up to four additional programs potentially

including Washington State, Florida, Colorado and South Dakota. For planning purposes the contractor shall assume one trip to Seattle for one staff.

The contractor shall provide technical assistance to Texas Rail Road Commission (TRRC) in order to retrieve usable information for the NUICDB. For TRRC, the contractor shall process the data set provided by TRRC for submission.

## **Task 2 – Support Collection and Use of RBDMS Data**

The contractor shall support EPA in coordinating use of data maintained by state agencies that use the Risk Based Data Management System. To do this, the contractor shall communicate with RBDMS users to gather information about their database structure and implementation. Based on evaluation of this information, the contractor shall develop options to coordinate RBDMS data with EPA data. Interaction with the NUICDB should be considered as a potential option for data management. Other types of options can be proposed if determined to be suitable. The contractor shall develop an implementation plan based on EPA's approval of an option and provide implementation support as directed by the WACOR.

## **Task 3: Provide User Support for Participating Primacy Programs**

The contractor shall provide support to EPA for providing user support for primacy programs, headquarters staff and regional EPA data management coordinators through technical assistance, communication, documentation, outreach and training.

The contractor shall support an EPA initiative to use a web based, user friendly system, an oracle apex UIC Reporting Services Application (URSA) as well as the existing desktop installed system, UIC Reporting Services, Version 3. The contractor shall provide support for individual users in generating reports and specialized queries from the existing UIC reporting services. The contractor shall support EPA in reviewing reports from the new and old system for the purpose of quality control to verify that the same information retrievals, do in fact, produce the same results. The contractor shall work with users to provide input on reports, design and user interface that can be incorporated into the new system.

For planning purposes, the contractor shall assume that technical changes to the NUICDB database and Oracle/Apex application will be the responsibility of EPA using a separate contractor that provides development as well as operation and maintenance support. EPA shall coordinate communication and cooperation between the two contractors.

## **Task 4: Support Use of UIC data**

The contractor shall support EPA in developing capacity to transition primacy programs to e-reporting despite incomplete data sets. The contractor shall support EPA in the development and implementation of a strategy for partial transition. The purpose of this strategy will be to automate identification and user access to subsets of the data populated within the database that can be used for official reporting. Integrated knowledge of the database structure and programmatic concerns are needed as well as experience in producing such a document. The contractor shall assist EPA

in the implementation of this strategy. As necessary, modification of the NUICDB will be the responsibility of EPA using a separate contractor that provides operation and maintenance support for the NUIDB. EPA will coordinate communication and cooperation between the two contractors.

The contractor shall support the development of fact sheets, reports and other documents using data contained in the NUICDB. The contractor shall develop specialized queries for data use and provide plain English documentation of standard reports, specialized reports and specific data analysis.

### **Task 5: Reporting Support**

The contractor shall provide support to EPA in improving usability of various in house reporting mechanisms through limited maintenance, updating, documentation, outreach and training. The contractor shall provide support to the EPA for limited data input, modification and retrieval of information. The contractor shall provide support formatting of this reporting information for web and print publication. For planning purposes, the contractor shall assume one trip to Washington, DC.

These applications include the Grant Allocation Model Excel spreadsheet (GAM), the Inventory and Measures Reporting System (IMRS), the “7520” access database, 7520 forms and instructions and others as specifically identified.

The contractor shall assist the EPA WACOR in data entry for FY 16 and FY 17 for the database of 7520 information (7520 Database). This database was developed and populated through FY 2015 under a previous task (1-08 Contract EP-C-15-22) through FY 2014. The contractor will use the latest copy of the 7520 database as provided by EPA, PDFs of 7520 forms provided by EPA for FY 2016 and 17, and information through FY 2017 from the NUIDB to populate the MS Access database.

### **IV. SCHEDULE OF DELIVERABLES:**

Task	Deliverable	Date Due to EPA
0	Work plan, budget and QA supplemental	Per contract requirements
	Monthly expenditures by task	Per contract requirements
	Monthly reports, and all invoicing documentation	Per contract requirements
1	Evaluate existing material such as source data, logical mapping, physical mapping and QA/QC reports (user reports etc.)	Two weeks after written technical direction
	Work with selected primacy agencies and make recommendations to EPA on logical and physical mapping issues, source data usability issues, program issues and others	Within three weeks of written technical direction
	Identify specific technical and training needs and provide technical support needed	Per written technical direction

	to flow data	
	Identify specific technical and training needs and provide technical support to transition to e-reporting.	Per written technical direction
	Provide QA/QC support for submitted data. Provide documentation (such as data matrix and TPA language) describing usability of data.	Within 2 weeks of written technical direction
	Provide mapping products as needed (i.e. completed logical mapping form, XML document, validation reports, user guides) for primacy programs	Within three weeks of written technical direction
	Take data provided by TRRC and process as needed for submission	1 week after written technical direction.
2	Gather information from RBDMS users	3 weeks after technical direction
	Develop options to coordinate RBDMS data with EPA data	2 weeks after RBDMS information gathered
	Develop implementation plan	2 weeks after technical direction
	Support Implementation	Per technical direction
3	Provide user support materials to EPA	Per written technical direction
	Support transition to URSA user interface	Per written technical direction
	Develop training, technical assistance and outreach materials	Per written technical direction
	Conduct training	Per written technical direction
	Provide user assistance	Per written technical direction
	Generate reports and specialized queries from the existing UIC reporting services.	Per written technical direction
	Review reports from the new and old system for the purpose of quality control to verify that the same information retrievals, do in fact, produce the same results	Per written technical direction
	Consult with users who will provide input on reports, design and user interface	Per written technical direction
4	Make recommendations to EPA on reports, design and user interface based on user input.	Within one week of consultation
	Develop capacity to characterize the quality and completeness of the data.	Per written technical direction
	Draft and final options paper	Within July – October
	Assist EPA with implementation tasks	Per written technical direction
	Support development of fact sheets, reports and other documents	Drafts within 2 weeks of technical direction with final due within two weeks of receiving EPA comments.
	Develop specialized queries for data use.	Per written technical direction

5	Provide plain English documentation of standard reports, specialized reports and specific data analysis.	Per written technical direction
	Improve usability for various reporting mechanisms.	Per written technical direction
	Limited data input, modification and retrieval of information	Per written technical direction
	Update 7520 database with FY 16 and 17 data	Within three weeks of technical direction to proceed.

## **V. MISCELLANEOUS**

### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## **TRAVEL**

For planning purposes the contractor shall assume one trip to Seattle for one staff and one trip to Washington, DC.

## **MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

## **CONTRACTOR IDENTIFICATION**



Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

## **PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **VI. QUALITY ASSURANCE SURVEILLANCE PLAN**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

## **VII. TECHNICAL DIRECTION**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-20				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number      2			National UIC DB Implementation				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 4.3, 6.0					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 07/01/2017 To 06/30/2018					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 2-20 is to change the WACOR to Jill Dean.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name    Jill Dean							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-8241			
							FAX Number:			
Project Officer Name    Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name    Noelle Mills							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2171			
							FAX Number:			

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-20				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number      2			Title of Work Assignment/SF Site Name UIC Database				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 4.3, 6.0					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2017   To   06/30/2018				
Comments: The purpose of this amendment 2 to Cadmus (EP-C-15-022) WA 2-20 is to raise the CPFF NTE ceiling to \$20,000.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015   To   06/30/2019										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name    Jill Dean							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-8241			
							FAX Number:			
Project Officer Name    Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name    Angela Lower							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2036			
							FAX Number:			

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-200				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2018 Base                      Option Period Number      2			Title of Work Assignment/SF Site Name Tech Support Amer Iron & Steel				
Contractor CADMUS GROUP, INC., THE				Specify Section and paragraph of Contract SOW 2.3, 3.1						
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2017   To   06/30/2018				
Comments: All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015   To   06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Timothy Connor  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-1059 FAX Number:			
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name   Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name   Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**Work Assignment# 1-200**

**I. ADMINISTRATIVE**

**A. Title: Technical Support for American Iron and Steel Requirements**

**B. Work Assignment Contract Officer**

**Representative (WACOR):**

Timothy Connor  
Office of Wastewater Management (OWM)  
1200 Pennsylvania Avenue, NW (MC: 4204M)  
Washington, DC 20460  
202-566-1059  
202-564-2397 (fax)

**Technical Expert for Engineering:**

Kavita Mak  
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1200 Pennsylvania Avenue, NW  
(MC: 4204M)  
Washington, DC 20460  
202-564-1871  
202-564-2397 (fax)

**Alternate WACOR:**

Nick Chamberlain  
Office of Ground Water and  
Drinking Water (OGWDW)  
1200 Pennsylvania Avenue, NW  
(MC: 4606M)  
Washington, DC 20460  
202-564-1871  
202-564-3754 (fax)

**C. Quality Assurance:** Task(s) 3 through 6 in this work assignment require quality assurance (QA. Collection, use and analysis of data will be identical to the procedures described in the Project-Specific Quality Assurance Project Plan (PQAPP) completed under task(s) 1 of WA 0-200 , consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:** The Clean Water State Revolving Loan Fund (CWSRF) and the Drinking Water State Revolving Loan Fund (DWSRF) contain the "American Iron and Steel" (AIS) requirements under which assistance recipients must use specific iron and steel products that are produced in the United States if the project is funded through an assistance agreement (those beginning January 17, 2014). However, there may be specific situations in which the Agency determines it is necessary to waive this requirement. The legislation allows for a waiver of the AIS requirements if EPA determines that:

- (1) applying [AIS requirements] would be inconsistent with the public interest;
- (2) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
- (3) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent

In order to implement the AIS provisions, the Environmental Protection Agency (EPA) has developed a logical approach to allow for easy implementation so that projects are not unduly delayed nor burdened. This approach and related procedures are documented in memoranda from the Directors of the EPA Office of Wastewater Management and Office of Ground Water and Drinking Water to the EPA Regional Water Management Division Directors. These procedures describe the waiver process and the Agency's guidance for implementing the AIS requirements. The waiver procedures and other Agency information and

training can be found on the AIS website at the following:  
[http://water.epa.gov/grants\\_funding/aisrequirement.cfm](http://water.epa.gov/grants_funding/aisrequirement.cfm).

In order to help inform and coordinate Agency decision-making on the implementation of the AIS requirements and technical support relating to waiver requests and market availability, EPA is engaging the services of a national, EPA-based contractor to assist in: evaluating and tracking waiver requests; tracking and responding to AIS technical informational requests; gathering information to better inform technical decision-making; coordinating and conducting project site visits; and providing technical expertise in assessing individual informational and/or waiver requests, possible categorical or national waivers, and other Agency policies pertinent to meeting the AIS provisions.

## **II. OBJECTIVE:**

The Contractor shall provide support for technical and administrative tasks to help inform and coordinate policy development and decision-making on meeting the AIS provisions particularly in regard to dealing with requests for waivers from the requirements and conducting informational site visits. Efforts include:

- Evaluate and track (as requested by the WACOR) waiver requests related to the purchase and installation of AIS products for water and wastewater facilities to ensure waivers comply with one of the following justifications: (1) applying these requirements would be inconsistent with the public interest; (2) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or (3) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent.
- If applicable, evaluate construction cost estimates and develop detailed independent construction cost estimates when needed to evaluate waiver requests for the purchase and installation of construction material and equipment for water and wastewater treatment facilities, including, but not limited to, estimated costs for AIS products. Compare project costs using products manufactured in the United States (US) compared to foreign manufactured goods.
- Prepare a report on each waiver review requested by the WACOR. The report shall document the steps taken in evaluating the waiver request and include an analysis focusing on the individual waiver request's technical strengths and weaknesses and identification of informational deficits that, if adequately addressed, would strengthen the waiver request. The average time for all reports to be completed and returned to the WACOR shall be within seventy-two (72) hours of receiving the request for waiver; contractor shall notify EPA when a review will take over five (5) days. All reports shall be delivered to the WACOR in either Microsoft Word or Adobe PDF format (if designated/requested by the WACOR).
- Provide copies of all documentation used in the evaluation (upon request from the WACOR), summary of telephone calls, catalog information, quotes and estimates from manufacturers for construction materials, water and wastewater equipment, installation, and other information used in the evaluation.
- Development of a tracking spreadsheet database (as requested by the WACOR) documenting each waiver request including name and address of the requestor, Regional location, date waiver was submitted, justification

for the waiver, results of the evaluation, date waiver was approved or rejected by EPA, and the rationale of EPA for the action taken. The database shall be updated and provided to the WACOR monthly. The database shall be in Microsoft Excel format.

- Informational Site Visit and Document Review coordination and assistance at loan recipient sites. EPA requests that the Contractor coordinate, conduct, and document regular (number as specified in Task 6) site visits for Clean and Drinking Water SRF loan recipients for the purpose of reviewing their understanding and implementation of the AIS requirements. The emphasis of the site visits is informational, education assistance for the recipients.
- Provide overall project management services, including subcontractor management (if applicable) and meet other administrative requirements, including:
  - Develop a project work plan to implement Performance Work Statement (PWS), including a detailed methodology, schedule, hours and dollars for completing each task and subtask.
  - Participate in meeting and conference calls, as requested by the WACOR, and provide a written summary of meetings and conference calls (if requested by the WACOR).
  - Provide monthly progress reports and other special reports as required by the WACOR.

EPA envisions that to meet the objective of this work assignment, certain skill sets and previous experience will be necessary.

These skill sets include:

- (1) A thorough understanding of the AIS Requirements, the Buy American requirements of the American Recovery and Reinvestment Act (ARRA), the differences and commonalities of both sets of requirements, and all related guidance for the relevant AIS and ARRA provisions.
- (2) Thorough understanding of US and foreign markets for construction materials and equipment used in water and wastewater treatment facilities. This understanding shall include knowledge of US manufacturing capability to produce iron, steel, and the relevant manufactured goods in sufficient and reasonable quantities and of a satisfactory quality.
- (3) A demonstrated ability to prepare detailed construction cost estimates for water and wastewater facilities, including the use of cost estimating guides, computer programs, and other tools.

The previous experience includes:

- (1) Experience with the design of water and wastewater treatment and reuse facilities including wastewater solids processing and handling facilities and onsite and decentralized wastewater systems; procedures for purchase and installation of water and wastewater pumping equipment, water and wastewater treatment equipment and process controls, and residual solids handling and disposal equipment.
- (2) Experience shall include experience in general construction management for water and wastewater treatment facilities and projects. This experience shall include construction cost estimating and analyzing and evaluating cost data. Experience shall also include assessing construction bids including evaluations of alternative construction



materials; water and wastewater treatment equipment and process controls; and residual solids handling and disposal equipment based on cost, quality, and performance.

- (3) Experience with detailed cost estimates for wastewater collection and conveyance systems, pumping stations, manholes, and appurtenances; building materials and construction; and water distribution systems.
- (4) Experience with preparing reports including the evaluation, assessment and analysis of cost data, evaluation of availability of materials and equipment, and preparation of findings and recommendations.

### **III. TASK DETAIL**

The contractor shall perform the following tasks:

#### **Task 0: Work Plan Submission.**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes weekly (for the first few months of the WA) telephone conferences between the WACOR and the project manager, each approximating 1 hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports pursuant to the contract.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-200. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the PQAPP completed under task(s)0 of WA 0-200. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new PQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new PQAPP approval from the CLCOR via e-mail. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment

#### **Task 1: Kick-Off Meeting**

Prior to the start of activities, the contractor shall participate in teleconference with EPA, as scheduled by the WACOR. The contractor shall be prepared to provide the notes of the meeting to the EPA WACOR no less than two (2) business days after the conclusion of the meeting. The length of the notes document shall be commensurate with the depth of discussion.

**Task 2: Establish Logistics and Administrative Process for Waiver Reviews including Document Storage/Retrievals and Tracking Spreadsheets.** The contractor shall utilize (and update if necessary based on consultation with the WACOR)

the logistics and administrative processes established in WA 0-200 for receipt, handling, storage and retrievals and tracking of waiver requests and product availability reviews. The process includes procedures for the handling of all related materials including draft and final reviews, comments and responses. Both hard copies and electronic versions of submitted materials will be stored and made readily accessible to EPA. Submitted materials not provided in electronic versions shall be scanned and stored as well. A tracking system will be utilized to determine the status of a submitted waiver and its review at any point in time. A knowledge data base of pertinent information derived from submitted waivers as well as reviews will be updated with the primary purposes of (a) identifying commonalities that may form the basis for national of generic waivers and product reviews; and (b) identifying any inconsistencies in the review process across waivers and product reviews.

#### **Subtask 2.1: Monthly Updates**

The contractor shall provide a monthly report (at the request of the WACOR) that will include the status of the waiver reviews as well as any changes in the processes or data bases that need to be made as experience and knowledge is gained. Any proposed changes will require WACOR approval. The initial monthly report shall be a document of length commensurate with the depth of detail the contractor initially determines as necessary for waiver and product reviews.

**Task 3: Technical Reviews of Waiver and Product Availability Requests --** The contractor shall utilize the review guide updated for WA 0-200 to conduct a technical assessment of the strengths and weaknesses of each waiver or product availability request. The contractor shall also identify informational deficiencies, if any, that if corrected would significantly strengthen the technical merit of a waiver review or product availability request.

For each waiver request examined, the contractor shall provide a (roughly) one-page description of the technical strengths and weaknesses of the request as well as identify significant informational deficiencies. The review shall be completed and one-page description provided to EPA within seventy-two (72) hours of receipt of the waiver request to the contractor's review process. For the product availability request, where a recipient may 'anticipate' the need for a potential waiver but is requesting EPA's assistance in market reconnaissance, the activities performed by the contractor shall be similar to the waiver request review. However, no report is necessary, as a draft email to the WACOR summarizing the findings of the research shall be presented within seventy-two (72) hours of receipt of the request.

For budget estimations, the contractor shall assume the submission of 60 waiver requests and product availability reviews during the time period of this WA.

**Task 4: Technical Support for the Development of National or Categorical Waivers and Other National Policies.** For consideration of potential national or categorical waiver or other national/regional policies, it is anticipated that EPA will require technical support for gathering specific information on industry standards and practices for design and construction of water systems as well as equipment specifications, manufacturing, availability and costs from applicants, engineering firms and manufacturers. The contractor shall provide such information as requested by the WACOR along with their analysis, conclusions and recommendations to EPA in the form of draft product or sector review analyses and then final reports. For budget planning purposes, these reports should be of similar format, length and content as the waiver review requests but could encompass broad sector and categories of industry in addition to individual products. For budget estimations, the contractor shall assume 10 research efforts under this task during the time period of this WA.

**Task 5: Support for Training Webcasts and Development of EPA AIS Water Program Policy Reports**

As requested by the WACOR, the contractor shall provide support for training sessions and/or Webcasts lasting up to four (4) hours. The contractor shall arrange and assist EPA in conducting the training sessions and/or webcasts including software assistance, providing an experienced training/webcast coordinator (with familiarity of the AIS and/or ARRA requirements), and assistance with public/participant registration for the training/Webcast. The contractor shall provide software support including extraction of questions, comments and responses from the webcasts. For the purposes of this WA, the contractor shall assume that support for eight (8) trainings/webcasts shall be required.

As requested by the WACOR, the contractor shall develop research reports in support of program analysis of Agency and/or industry performance relating to AIS policies. The contractor shall assist EPA, as requested by the WACOR, in the development of a public document providing an overview of EPA's efforts to implement the AIS provisions or specific aspects of the program. The primary audience will be senior EPA and other Executive Branch officials and the US Congress as well as the water industry, construction and consulting engineering industries, labor associations, equipment manufacturers, and the general public. The overview will provide a synopsis of the AIS provisions and requirements, EPA's policies and approaches for implementing those provisions and requirements, issues and challenges that were encountered and their resolution, and information and analysis on success of the effort including information regarding compliance. Sections of the document may analyze potential environmental benefits of domestic iron and steel production and use for water infrastructure. For budget planning purposes, the contractor shall assume the final review document shall be up to 10 pages in length. Detailed specifications of the report will be provided by WACOR technical direction.

**Task 6: Informational Visits and Document Reviews at Loan Sub-Recipient Sites.**

The contractor shall conduct site visits and document reviews to confirm that CWSRF and DWSRF projects are serving the purpose described in the loan agreement and that they are complying with AIS requirements. The contractor shall use an AIS Site Visit Checklist developed under WA 0-200. For cost estimating purposes, the contractor shall conduct approximately 40 site visits for the period of this WA. Each site visit should take approximately 4 hours. Multiple site visits may be combined in common locations for a total of 15 planned trips for the period of this WA.

The WACOR will coordinate for the contractor a preliminary list and dataset (including site descriptions, contact information, location, etc.) where the contractor shall be responsible to coordinate site visits and evaluations. After discussing the protocol and typical approach to reaching out to States prior to contacting appropriate site contacts, the contractor shall then make arrangements to conduct site visits and review the construction of the chosen projects. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. In certain instances (as defined by the WACOR), EPA will coordinate outreach with a State and sub-recipient and the contractor shall support the site visit accordingly, upon request.

During a site visit the contractor shall review appropriate documentation and complete a construction site walkthrough. The contractor shall complete the State AIS Inspection Checklist during the site visit. A completed standardized EPA site visit form and a short memo summarizing the findings of the site visit form shall be considered the evaluation report that is the required deliverable for this task.

Deliverable: The contractor shall provide a *draft* site visit checklist and memo summarizing the findings to the WACOR for each project. The *draft* memorandum shall provide a brief summary of the site visit findings and a list of any deficiencies and recommendations. These deliverables will be provided within fourteen (14) days of the site visit. Upon receiving comments from EPA Headquarters, the contractor shall revise the deliverables as necessary and provide copies (if requested by the WACOR) to the State and appropriate EPA Region within seven days.

#### IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DUE TO EPA
<b>Task 0: Work Plan Submission</b>		
	Work plan and budget	According to Contract
	QA supplemental	One month after work assignment approval
	Progress and financial reports	Monthly
<b>Task 1: Kick-off meeting with COR</b>		
	Kick-off meeting with WACOR	Within five (5) days of work assignment approval
<b>Task 2: Establish Logistics and Administrative Process for Waiver Reviews including Document Storage/Retrievals and Tracking Data Bases</b>		
	Update Draft description of process	One (1) week post Kick-off
	Monthly Report (as requested)	One (1) month after approval
<b>Task 3: Technical Reviews of Waiver and Product Availability Requests</b>		
	For each waiver request, a summary report to EPA WACOR	Seventy-two (72) hours after waiver submitted to process
	For each product availability review, a summary email to EPA WACOR	Seventy-two (72) hours after request submitted
<b>Task 4: Support for Development of National or Categorical Waivers and Other National Policies</b>		
	Development of draft action plan and outline of policy support materials to be gathered collated and analyzed	One week following WACOR Technical Direction on issue area and scope
	Draft and Final of policy support report (as requested)	As indicated by WACOR-approved action plan but not to exceed WA period of performance
<b>Task 5: Support for Training Webcasts and Development of EPA AIS Water Program Policy Reports</b>		
	Draft and Final Overview (as requested)	As indicated by WACOR-approved action plan but not to exceed WA period of performance
<b>Task 6: Informational Visits and Document Reviews at Loan Sub-Recipient Sites</b>		
	Draft Completed Site Visit Checklist and Findings Memorandum	14 Days after Site Visit
	Final Site Visit Checklist and Findings Memorandum	Within 1 week of receiving edits to draft from WACOR

#### V. MISCELLANEOUS

##### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual JPG file
Preferred portable format:	Adobe Acrobat, version 11.0 or higher

#### **VI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-200				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2018 Base                      Option Period Number      1			Title of Work Assignment/SF Site Name TechSuppt for Amer Iron & Steel				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.3, 3.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2016   To   06/30/2017				
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 1-200 is to add an additional 350 hours to tasks 0, 3 and 6.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 3,000						
09/01/2015 To 06/30/2018										
This Action:				350						
Total:				3,350						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Timothy Connor  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-1059 FAX Number:			
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name   Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name   Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			



**PERFORMANCE WORK STATEMENT**

**Cadmus EP-C-15-022**

**Work Assignment# 1-200**

**Period of Performance: 7/1/16-6/30/2017**

**CL PWS: 2.3 & 3.1**

**Amendment #1**

**I. ADMINISTRATIVE**

**A. Title: Technical Support for American Iron and Steel Requirements**

**B. Work Assignment Contract Officer**

**Representative (WACOR):**

Timothy Connor  
Office of Wastewater Management (OWM)  
1200 Pennsylvania Avenue, NW (MC: 4204M)  
Washington, DC 20460  
202-566-1059  
202-564-2397 (fax)

**Alternate WACOR:**

Nick Chamberlain  
Office of Ground Water and  
Drinking Water (OGWDW)  
1200 Pennsylvania Avenue, NW  
(MC: 4606M)  
Washington, DC 20460  
202-564-1871  
202-564-3754 (fax)

**C. Quality Assurance:** Task(s) 3 through 6 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Project-Specific Quality Assurance Project Plan (PQAPP) completed under task(s) 1 of WA 0-200, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:** The Clean Water State Revolving Loan Fund (CWSRF) and the Drinking Water State Revolving Loan Fund (DWSRF) contain the "American Iron and Steel" (AIS) requirements under which assistance recipients must use specific iron and steel products that are produced in the United States if the project is funded through an assistance agreement (those beginning January 17, 2014). However, there may be specific situations in which the Agency determines it is necessary to waive this requirement. The legislation allows for a waiver of the AIS requirements if Environmental Protection Agency (EPA) determines that:

- (1) applying [AIS requirements] would be inconsistent with the public interest;
- (2) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
- (3) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent

In order to implement the AIS provisions, the EPA has developed a logical approach to allow for easy implementation so that projects are not unduly delayed nor burdened. This approach and related procedures are documented in

memoranda from the Directors of the EPA Office of Wastewater Management and Office of Ground Water and Drinking Water to the EPA Regional Water Management Division Directors. These procedures describe the waiver process and the Agency's guidance for implementing the AIS requirements. The waiver procedures and other Agency information and training can be found on the AIS website at the following:  
[http://water.epa.gov/grants\\_funding/aisrequirement.cfm](http://water.epa.gov/grants_funding/aisrequirement.cfm).

In order to help inform and coordinate Agency decision-making on the implementation of the AIS requirements and technical support relating to waiver requests and market availability, EPA is engaging the services of a national, EPA-based contractor to assist in: evaluating and tracking waiver requests; tracking and responding to AIS technical informational requests; gathering information to better inform technical decision-making; coordinating and conducting project site visits; and providing technical expertise in assessing individual informational and/or waiver requests, possible categorical or national waivers, and other Agency policies pertinent to meeting the AIS provisions.

## **II. OBJECTIVE:**

After discussion with EPA staff and the contractor, the WACOR decided to modify Tasks 3 and 6 to reflect an increase in the number of waiver request reviews received by EPA (Task 3) and an increase in the number of informational site visits and document reviews at loan sub-recipient sites (Task 6). The increases reflect the discussions with the contractor and EPA staff relative to unplanned increases in waiver requests received by EPA and unplanned increases in interest/request for site visits by recipient states.

The amendment adds an additional 250 hours to task 6 to provide for an additional 6 informational site visit trips to loan sites. The amendment adds ninety-five 95 hours to provide for an additional 8 waiver request reviews. The amendment also adds another five (5) hours to Task 0 to develop an updated budget summary.

## **III. TASK DETAIL**

The contractor shall perform the following tasks:

### **Task 0: Work Plan Submission.**

The amendment adds an additional five (5) hours to Task 0 to develop an updated budget summary.

Deliverables: Updated budget summary per contract submission requirements.

### **Task 1: Kick-Off Meeting**

No changes.

### **Task 2: Establish Logistics and Administrative Process for Waiver Reviews including Document Storage/Retrievals and Tracking Spreadsheets.**

No changes.

### **Task 3: Technical Reviews of Waiver and Product Availability Requests**

The amendment adds an additional ninety-five (95) hours for the contractor to provide eight (8) additional waiver and/or product availability request reviews.

Deliverables: For each waiver request examined, the contractor shall provide a (roughly) one-page description of the technical strengths and weaknesses of the request as well as identify significant informational deficiencies. The review shall be completed and one-page description provided to EPA within

seventy-two (72) hours of receipt of the waiver request to the contractor's review process. For the product availability request, where a recipient may 'anticipate' the need for a potential waiver but is requesting EPA's assistance in market reconnaissance, the activities performed by the contractor shall be similar to the waiver request review. However, no report is necessary, as a draft email to the WACOR summarizing the findings of the research shall be presented within seventy-two (72) hours of receipt of the request.

**Task 4: Technical Support for the Development of National or Categorical Waivers and Other National Policies.**

No Changes.

**Task 5: Support for Training Webcasts and Development of EPA AIS Water Program Policy Reports**

No Changes.

**Task 6: Informational Visits and Document Reviews at Loan Sub-Recipient Sites.**

The amendment provides an additional 250 hours for the contractor to conduct six (6) additional informational site visit review trips at loan recipients.

Deliverable: The contractor shall provide a *draft* site visit checklist and memo summarizing the findings to the WACOR for each project. The *draft* memorandum shall provide a brief summary of the site visit findings and a list of any deficiencies and recommendations. These deliverables shall be provided within fourteen (14) days of the site visit. Upon receiving comments from EPA Headquarters, the contractor shall revise the deliverables as necessary and provide copies (if requested by the WACOR) to the State and appropriate EPA Region within seven days.

**IV. SCHEDULE OF DELIVERABLES**

TASK No.	DELIVERABLE	DUE TO EPA
<b>Task 0: Work Plan Submission</b>		
	Budget summary	Per contract requirements
<b>Task 3: Technical Reviews of Waiver and Product Availability Requests</b>		
	For each waiver request, a summary report to EPA WACOR	Seventy-two (72) hours after waiver submitted to process
	For each product availability review, a summary email to EPA WACOR	Seventy-two (72) hours after request submitted
<b>Task 6: Informational Visits and Document Reviews at Loan Sub-Recipient Sites</b>		
	Draft Completed Site Visit Checklist and Findings Memorandum	14 Days after Site Visit
	Final Site Visit Checklist and Findings Memorandum	Within 1 week of receiving edits to draft from WACOR

**V. MISCELLANEOUS**

**Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21

Software applications and operating systems and \$ 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual JPG file
Preferred portable format:	Adobe Acrobat, version 11.0 or higher

#### **VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

#### **VII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

#### **VIII. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

#### **IX. TECHNICAL DIRECTION**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

#### **X. QUALITY ASSURANCE SURVEILLANCE PLAN**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

#### **XI. TRAVEL**

As presented in Task 6, the contractor shall anticipate twenty-five (25) trips for informational site visits to fund sub-recipients and two additional trips in support of the CIFA conference over the duration of the performance period. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Tasks 3, 4 and 6, as well as the EPA's Mission to ensure protection of human health and the environment.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-22				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2018 Base                      Option Period Number      2			Title of Work Assignment/SF Site Name UIC Training Modules				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.2.7, 3.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2017   To   06/30/2018				
Comments: The purpose of this work assignment is to provide support for the development of UIC specific training modules by assisting in the development and/or update of training tools. All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.										
<input type="checkbox"/> Superfund						Accounting and Appropriations Data				<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015   To   06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   William Bates  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-6165 FAX Number: 202-564-3754			
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name   Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name   Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 2-22**

**I. ADMINISTRATIVE:**

**A. Title: Support for the Development of Underground Injection Control Training Modules**

**B. Work Assignment Contracting Officer's Representative (WACOR):**

William Bates  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-6165  
Bates.william@epa.gov

**Alternate WACOR:**

Jeff Jollie  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-3886  
Jollie.Jeff@epa.gov

**C. Period of Performance: 7/1/2017 – 6/30/2018**

**D. Quality Assurance:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

**E. Background:**

The Environmental Protection Agency (EPA), as authorized by the Safe Drinking Water Act, establishes minimum federal requirements for Underground Injection Control (UIC) programs for the protection of underground sources of drinking water (USDWs). The UIC Program is responsible for permitting the construction, operation, monitoring, reporting and closure of the injection wells in a manner necessary to protect USDWs.

The UIC program's National Technical Workgroup (NTW) identified that there is a need for training related to the UIC program. NTW is an existing forum whereby specific issues related to UIC technical issues can be discussed and reviewed by UIC Program experts. The NTW is not a formal policy or rulemaking body. They indicated that past training efforts have focused primarily on inspection but issues in recent years such as induced seismicity, aquifer exemptions, hydraulic fracturing, mechanical integrity and repair issues associated with aging injection wells, developments in reservoir testing technologies, and reservoir over pressurization indicate a need for additional training on injection well operations, permit condition design, and reservoir testing and assessment.

The UIC program's NTW is comprised of staff from UIC programs at EPA Headquarters and Regional Offices and selected state programs authorized to implement the UIC program.

## **II. OBJECTIVE:**

The contractor shall provide support for the development of UIC specific training modules by assisting in the development and/or updating training tools. These materials shall be designed to assist primacy agencies to develop strategies to address injection-induced seismicity, and provide basic technical and programmatic aspects for UIC practitioners.

This work shall be completed commensurate with Sections 2.2, 2.2.7, 2.3, and 3.4 of the Contract Level PWS.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 –Work Plan**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

If subcontractor(s) is proposed and subcontractors are outside of the local metropolitan area, the contractor shall include information on plans to manage the work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required.

The Contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR shall then prepare approval internal paperwork for the event and shall advise the Contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

At this time no such events, meetings, or trainings are anticipated for this work assignment.

### Deliverables:

- Work plan and monthly progress and financial reports.

### **Task 1 – Illustrations and Animations**

The Contractor shall develop illustrations and animations to support development of training material for UIC and injection-induced seismicity concepts. The illustrations and animations



shall highlight concepts that are introduced in the training modules. Where feasible the Contractor should leverage other material that EPA and the Contractor has used for other well related activities.

Work on each animation shall begin with a 30-minute teleconference between the Contractor and the WACOR. During the teleconference EPA will provide specific details on the outcome and will work with the Contractor to storyboard the animation. It is assumed that any graphic or illustration development shall be initiated after a conversation from the WACOR.

Deliverables:

- The development of approximately 5 graphics/illustrations per module (a total of approximately 40 modules). It is assumed graphics/illustrations shall be submitted in jpg format.
- The development of approximately 3 animations per module (a total of approximately 40 modules). It is assumed that animations shall be submitted in high definition MP4 format using H.264 Codec.

**Task 2 – Interviews**

The Contractor shall assist EPA in conducting up to nine interviews with various State and Federal agents. The goal of the interviews is to highlight and better illustrate UIC and/or injection-induced seismicity concepts. EPA will select interviewees and plan interview questions. EPA will coordinate the timing of the interviews to coincide with the Fall Ground Water Protection Council conference in Boston MA. The Contractor shall travel to Boston for the GWPC meeting and shall manage the onsite videography. The contractor shall be responsible for all aspects of digital video and audio collection, including the management of lighting and backdrops. The Contractor shall have a teleprompter available for use during the videotaping interview sessions. The Contractor shall deliver all of the high definition MP4 raw video (1080p) using H.264 Codec.

EPA will be onsite during video filming sessions and will work with the Contractor to ensure the videos are produced to meet EPA's need to imbed portions of the video into the training modules.

Deliverables:

- High definition MP4 raw video (1080p) using H.264 Codec. Footage shall be no more than 30 minutes in length.

**Task 3 – Module Voiceover**

The Contractor shall assist in the development of voiceovers for the training modules. Each module shall be approximately 25 minutes in length. Voiceovers shall be done by voice "talent" staff who have experience doing voiceover work. The Contractor shall also assist in the post-production of all voiceover work.

Deliverables:

- Voiceovers for approximately 20 modules. Each module should be approximately 25 minutes in length.

**Task 4 – Module Content Review**

The contractor shall use Captivate 9 to assist with high-level review and/or editing of training modules. This will be to ensure that there is consistency across the training modules. The Contractor shall also assist with adjusting the text as needed to reflect the illustrations, animations, and interviews.

**IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Workplan Submission</b>		
	Workplan and budget	According to contract
	Monthly progress reports	Monthly
<b>Task 1: Illustrations and Animations</b>		
	The development of approximately 5 illustrations per module (a total of approximately 40 modules). Graphics shall be submitted in jpg format.	Within two working days of the upfront teleconference.
	The development of approximately 3 animations per module (a total of approximately 40 modules). Animations shall be submitted in high definition MP4 format using H.264 Codec.	Within three working days of the upfront teleconference.
<b>Task 2: Interviews</b>		
	Assistance with the identification of interviewees.	Within two weeks of receipt of technical direction from EPA COR.
	Assist with the development of questionnaire.	Within two weeks of receipt of technical direction from EPA COR.
	Development of recorded interviews with a “tape-time” of between five and ten minutes.	Within three weeks of receipt of technical direction from EPA COR.
<b>Task 3: Module Voiceover</b>		
	Voiceovers for approximately 20 modules. Each module should be approximately 25 minutes in length.	Within three weeks of receipt of technical direction from EPA

		COR.
<b>Task 4: Module Content Review</b>		
	Review and editing of modules to ensure consistency.	Within two weeks of receipt of modules.

## **V. MISCELLANEOUS**

### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## **VI. TRAVEL**

The contractor shall anticipate one trip in support of this WA (i.e., Tasks 2) over the duration of the performance period. The travel is anticipated to be to assist in recording interviews at the Fall Ground Water Protection Council Conference. Travel shall be directly related to the scope of this Work Assignment and support advancement of the work under Task 2 as well as the EPA's Mission to ensure protection of Underground Sources of Drinking Water, human health and the environment.

It is anticipated that the duration the trip will be between two and four days in length.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. TECHNICAL DIRECTION**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction shall be

issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum shall be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

### **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

### **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

### **X. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-22				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number      2			Dvp of UIC Training Modules				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.2.7, 3.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 07/01/2017 To 06/30/2018					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 2-22 is to replace the language presented in Section IV: Tasks for Deliverables, Task 2 to match the language as described in Section III: Task Details, Task 2.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name William Bates							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-6165			
							FAX Number: 202-564-3754			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Noelle Mills							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2171			
							FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 2-22; Amendment 1**

**I. ADMINISTRATIVE:**

**A. Title: Support for the Development of Underground Injection Control Training Modules**

**B. Work Assignment Contracting Officer's Representative (WACOR):**

William Bates  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-6165  
Bates.william@epa.gov

**Alternate WACOR:**

Jeff Jollie  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-3886  
Jollie.Jeff@epa.gov

**C. Period of Performance: 7/1/2017 – 6/30/2018**

**D. Quality Assurance:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

**E. Background:**

The Environmental Protection Agency (EPA), as authorized by the Safe Drinking Water Act, establishes minimum federal requirements for Underground Injection Control (UIC) programs for the protection of underground sources of drinking water (USDWs). The UIC Program is responsible for permitting the construction, operation, monitoring, reporting and closure of the injection wells in a manner necessary to protect USDWs.

The UIC program's National Technical Workgroup (NTW) identified that there is a need for training related to the UIC program. NTW is an existing forum whereby specific issues related to UIC technical issues can be discussed and reviewed by UIC Program experts. The NTW is not a formal policy or rulemaking body. They indicated that past training efforts have focused primarily on inspection but issues in recent years such as induced seismicity, aquifer exemptions, hydraulic fracturing, mechanical integrity and repair issues associated with aging injection wells, developments in reservoir testing technologies, and reservoir over pressurization indicate a need for additional training on injection well operations, permit condition design, and reservoir testing and assessment.

The UIC program's NTW is comprised of staff from UIC programs at EPA Headquarters and Regional Offices and selected state programs authorized to implement the UIC program. The

## **II. OBJECTIVE:**

The amendment removes the language presented in Section IV: Tasks for Deliverables, Task 2 and replaces it with language that reflects deliverables as described in Section III: Task Details, Task 2.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 –Work Plan**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

If subcontractor(s) is proposed and subcontractors are outside of the local metropolitan area, the contractor shall include information on plans to manage the work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required.

The Contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the Contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

At this time no such events, meetings, or trainings are anticipated for this work assignment.

### Deliverables:

- Work plan and monthly progress and financial reports.

### **Task 1 – Illustrations and Animations**

The Contractor shall develop illustrations and animations to support development of training material for UIC and injection-induced seismicity concepts. The illustrations and animations will highlight concepts that are introduced in the training modules. Where feasible the Contractor should leverage other material that EPA and the Contractor has used for other well related activities.



Work on each animation will begin with a 30-minute teleconference between the Contractor and the WACOR. During the teleconference EPA will provide specific details on the outcome and will work with the Contractor to storyboard the animation. It is assumed that any graphic or illustration development will be initiated after a conversation from the WACOR.

Deliverables:

- The development of approximately 5 graphics/illustrations per module (a total of approximately 40 modules). It is assumed graphics/illustrations shall be submitted in jpg format.
- The development of approximately 3 animations per module (a total of approximately 40 modules). It is assumed that animations will be submitted in high definition MP4 format using H.264 Codec.

**Task 2 – Interviews**

The Contractor shall assist EPA in conducting up to nine interviews with various State and Federal agents. The goal of the interviews is to highlight and better illustrate UIC and/or injection-induced seismicity concepts. EPA will select interviewees and plan interview questions. EPA will coordinate the timing of the interviews to coincide with the Fall Ground Water Protection Council conference in Boston MA. The Contractor will travel to Boston for the GWPC meeting and will manage the onsite videography. The contractor will be responsible for all aspects of digital video and audio collection, including the management of lighting and backdrops. The Contractor will have a teleprompter available for use during the videotaping interview sessions. The Contractor will deliver all of the high definition MP4 raw video (1080p) using H.264 Codec.

EPA will be onsite during video filming sessions and will work with the Contractor to ensure the videos are produced to meet EPA's need to imbed portions of the video into the training modules.

Deliverables:

- High definition MP4 raw video (1080p) using H.264 Codec. Footage will be no more than 30 minutes in length.

**Task 3 – Module Voiceover**

The Contractor shall assist in the development of voiceovers for the training modules. Each module shall be approximately 25 minutes in length. Voiceovers shall be done by voice "talent", staff who have experience doing voiceover work. The Contractor shall also assist in the post-production of all voiceover work.

Deliverables:

- Voiceovers for approximately 20 modules. Each module should be approximately 25 minutes in length.

**Task 4 – Module Content Review**

The contractor shall use Captivate 9 to assist with high-level review and/or editing of training modules. This will be to ensure that there is consistency across the training modules. The Contractor shall also assist with adjusting the text as needed to reflect the illustrations, animations, and interviews.

**IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Workplan Submission</b>		
	Workplan and budget	According to contract
	Monthly progress reports	Monthly
<b>Task 1: Illustrations and Animations</b>		
	The development of approximately 5 illustrations per module (a total of approximately 40 modules). Graphics shall be submitted in jpg format.	Within two working days of the upfront teleconference.
	The development of approximately 3 animations per module (a total of approximately 40 modules). Animations shall be submitted in high definition MP4 format using H.264 Codec.	Within three working days of the upfront teleconference.
<b>Task 2: Interviews</b>		
	High definition MP4 raw video (1080p) using H.264 Codec. Footage shall be no more than 30 minutes in length.	Within three weeks of receipt of technical direction from EPA COR
<b>Task 3: Module Voiceover</b>		
	Voiceovers for approximately 20 modules. Each module should be approximately 25 minutes in length.	Within three weeks of receipt of technical direction from EPA COR.
<b>Task 4: Module Content Review</b>		
	Review and editing of modules to ensure consistency.	Within two weeks of receipt of modules.

**V. MISCELLANEOUS**

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## **VI. TRAVEL**

The contractor shall anticipate one trip in support of this WA (i.e., Tasks 2) over the duration of the performance period. The travel is anticipated to be to assist in recording interviews at the Fall Ground Water Protection Council Conference. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Task 2 as well as the EPA's Mission to ensure protection of Underground Sources of Drinking Water, human health and the environment.

It is anticipated that the duration the trip will be between two and four days in length.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. TECHNICAL DIRECTION**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor

personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-22				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number      2			Title of Work Assignment/SF Site Name Dvp of UIC Training Modules				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.2.7, 3.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From   07/01/2017   To   06/30/2018					
Comments: The purpose of this no cost amendment 2 to Cadmus (EP-C-15-022) WA 2-22 is to add a new subtask 4.1 to troubleshoot Captivate issues, request storage for the draft training module, and labor reduction in tasks 1-3.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015   To   06/30/2019										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name   William Bates  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-6165			
							FAX Number: 202-564-3754			
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name   Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name   Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2036			
							FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 2-22; Amendment 2**

**I. ADMINISTRATIVE:**

**A. Title: Support for the Development of Underground Injection Control Training Modules**

**B. Work Assignment Contracting Officer's Representative (WACOR):**

William Bates  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-6165  
Bates.william@epa.gov

**Alternate WACOR:**

Jeff Jollie  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-3886  
Jollie.Jeff@epa.gov

**C. Period of Performance: 7/1/2017 – 6/30/2018**

**D. Quality Assurance:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

**E. Background:**

The Environmental Protection Agency (EPA), as authorized by the Safe Drinking Water Act, establishes minimum federal requirements for Underground Injection Control (UIC) programs for the protection of underground sources of drinking water (USDWs). The UIC Program is responsible for permitting the construction, operation, monitoring, reporting and closure of the injection wells in a manner necessary to protect USDWs.

The UIC program's National Technical Workgroup (NTW) identified that there is a need for training related to the UIC program. NTW is an existing forum whereby specific issues related to UIC technical issues can be discussed and reviewed by UIC Program experts. The NTW is not a formal policy or rulemaking body. They indicated that past training efforts have focused primarily on inspection but issues in recent years such as induced seismicity, aquifer exemptions, hydraulic fracturing, mechanical integrity and repair issues associated with aging injection wells, developments in reservoir testing technologies, and reservoir over pressurization indicate a need for additional training on injection well operations, permit condition design, and reservoir testing and assessment.

The UIC program's NTW is comprised of staff from UIC programs at EPA Headquarters and Regional Offices and selected state programs authorized to implement the UIC program. The NTW is an existing forum whereby specific issues related to UIC technical issues can be discussed and reviewed by UIC Program experts. The NTW is not a formal policy or rulemaking body.

## **II. OBJECTIVE:**

The amendment expands the scope of this work assignment by adding a subtask (4.1) to Task 4. Task 4 provides for Contractor review of the developed training modules for final editing. Subtask 4.1 adds Contractor support to troubleshoot Captivate issues encountered by EPA during training module development. It also provides for housing the draft training modules on the contractor's servers during the training module review process.

The assumed number of deliverables for Tasks 1, 2, and 3 have been reduced so that the overall level of funding on this work assignment remains static.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 –Work Plan**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

If subcontractor(s) is proposed and subcontractors are outside of the local metropolitan area, the contractor shall include information on plans to manage the work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required.

The Contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the Contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

At this time no such events, meetings, or trainings are anticipated for this work assignment.

### **Deliverables:**

- Work plan and monthly progress and financial reports.

### **Task 1 – Illustrations and Animations**

The Contractor shall develop illustrations and animations to support development of training material for UIC and injection-induced seismicity concepts. The illustrations and animations will highlight concepts that are introduced in the training modules. Where feasible the Contractor should leverage other material that EPA and the Contractor has used for other well related activities.

Work on each animation will begin with a 30-minute teleconference between the Contractor and the WACOR. During the teleconference EPA will provide specific details on the outcome and will work with the Contractor to storyboard the animation. It is assumed that any graphic or illustration development will be initiated after a conversation from the WACOR.

#### Deliverables:

- The development of approximately 2 graphics/illustrations per module for a total of approximately 80 graphics/illustrations. It is assumed graphics/illustrations shall be submitted in jpg format.
- The development of approximately .5 animations per module for a total of approximately 20 animations. The animations will be submitted in high definition MP4 format using H.264 Codec.

#### Assumption:

- The contractor shall assume a total 20 animations will be required.
- It is assumed that any graphic or illustration development will be initiated after a conversation from the WACOR.
- Work on each animation will begin with a 30-minute teleconference between the contractor and the WACOR. During the teleconference EPA will provide specific details on the outcome and will work with the Contractor to storyboard the animation.

### **Task 2 – Interviews**

The Contractor shall assist EPA in conducting 2 interviews with various State and Federal agents. The goal of the interviews is to highlight and better illustrate UIC and/or injection-induced seismicity concepts.

The Contractor will be responsible for all aspects of digital video and audio collection, including the management of lighting and backdrops. The Contractor will have a teleprompter available for use during the videotaping interview sessions. The Contractor will deliver all of the high definition MP4 raw video (1080p) using H.264 Codec.

EPA will work to coordinate the interviews with the timing of Ground Water Protection Council meetings. The Contractor shall provide planning support to assist EPA in preparing for the video interviews.

#### Deliverables:

- Two high definition MP4 raw videos (1080p) using H.264 Codec. Footage for each video will be no more than 30 minutes in length.



### **Task 3 – Module Voiceover**

The Contractor shall assist in the development of voiceovers for the training modules. Each module shall be approximately 25 minutes in length. Voiceovers shall be done by voice “talent”, staff who have experience doing voiceover work. The Contractor shall also assist in the post-production of all voiceover work.

#### Deliverables:

- Voiceovers for approximately 5 modules. Each module should be approximately 25 minutes in length.

### **Task 4 – Module Content Review**

The Contractor shall use Captivate 9 to assist with high-level review and/or editing of training modules. This will be to ensure that there is consistency across the training modules. The Contractor shall also assist with adjusting the text as needed to reflect the illustrations, animations, and interviews.

#### **○ Subtask 4.1: User Support**

The Contractor shall house draft captivate training modules on the Contractor’s server and will provide controlled access to EPA identified reviewers. The Contractor will also provide troubleshooting support to assist EPA on any Captivate IT issues that may arise during training module development, including the internal and external review process.

#### Assumption:

- For estimation purposes, the Contractor shall assume server capacity for 40 training modules, and can anticipate 15 IT related issues identified by EPA and/or State reviewers.

## **IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Workplan Submission</b>		
	Workplan and budget	According to contract
	Monthly progress reports	Monthly
<b>Task 1: Illustrations and Animations</b>		
	The development of approximately 2 graphics/illustrations per module ( <b>a total of approximately 80 graphics/illustrations</b> ). Graphics shall be submitted in jpg format.	Within two working days of the upfront teleconference.
	The development of approximately .5 animations per module ( <b>a total number of approximately 20 animations</b> ). Animations shall be submitted	Within three working days of the upfront teleconference.

	in high definition MP4 format using H.264 Codec.	
<b>Task 2: Interviews</b>		
	Two high definition MP4 raw videos (1080p) using H.264 Codec. Footage for each video shall be no more than 30 minutes in length.	Within three weeks of receipt of technical direction from EPA COR
<b>Task 3: Module Voiceover</b>		
	Voiceovers for approximately 5 modules. Each module should be approximately 25 minutes in length.	Within three weeks of receipt of technical direction from EPA COR.
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	Review and editing of modules to ensure consistency.	Within two weeks of receipt of modules.

## V. MISCELLANEOUS

### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual .jpg file
Preferred portable format:	Adobe Acrobat, version 6.0

## VI. TRAVEL

The contractor shall anticipate one trip in support of this WA (i.e., Task 2) over the duration of the performance period. The travel is anticipated to be to assist in recording interviews at a Ground Water Protection Council Conference (location to be determined). Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Task 2 as well as the EPA's Mission to ensure protection of Underground Sources of Drinking Water, human health and the environment.

It is anticipated that the duration the trip will be between two and four days in length.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. TECHNICAL DIRECTION**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

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## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.